



BOARD OF SELECTMEN
(781) 231-4124
FAX (781) 231-4109

Town of Saugus
TOWN HALL
SAUGUS, MASSACHUSETTS 01906

Janette Fasano, Chairman
Maureen Dever
Stephen Horlick
Michael Kelleher
Michael Serino

DATE: April 11, 2005
TO: Town Clerk
✓ Saugus Public Library
Mass. State Library
FROM: Wendy
RE: 2004 Annual Report
Town of Saugus

Enclosed please find the Town of Saugus 2004 Annual Report. This report shall be kept on file at the Mass. State Library, Saugus Public Library and in the Saugus Town Clerk's Office, Saugus Town Hall.

cc:

SAUGUS PUBLIC LIBRARY
295 CENTRAL ST.
SAUGUS, MA 01906

Town of Saugus
Massachusetts

2004 Annual Report



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Saugus Board of Selectmen
Annual Report 2004

The Saugus Board of Selectmen are Chairman Janette Fasano, Vice Chairman Michael Serino, Christie Ciampa, Maureen Dever and Stephen Horlick. All Board Members will serve in office until the November 2005 election.

The Board of Selectmen held 68 public meetings in FY 2004.

They renewed 22 all alcohol, 6 beer & wine, 7 club, 1 seasonal and 6 all alcoholic package store licenses and approved 5 package stores for Sunday openings. The Board also approved the sale of cordials & liqueurs to 5 establishments.

The Board also renewed 2 Class I, 18 Class II and 3 Class III auto dealer's licenses, 97 common victualer licenses and approved; 101 coin operated devices; 8 juke boxes; 2 skating rinks, 30 entertainment licenses; 1 fortune teller and 2 transient venders.

The Board approved 18 Special Permits including salons, a karate studio, drive through windows and lighting for World Series Park and 1 six month extension for quarry operations at Bardon Trimount.

The Board made many appointments to various boards and commissions including Zoning Board of Appeals, Cable Commission, Canine Officers, Library Board of Trustees, Board of Registrars and Veterans Graves Officer. The Board also reappointed 3 constables and appointed 1 new constable. The Board held a joint meeting with the Saugus Housing Authority to fill the remaining term of an Authority Member that passed away.

The Board Members participated in many ceremonies and Town events including the Town of Saugus 375th Anniversary Celebration.

The Board dealt with many traffic complaints and held 3 show cause hearings on various establishments for alleged violations of conditions of their licenses.

The Board dealt with many other issues such as: drainage complaints / issues; sewer; dumpster pick up and illegal dumping; held many meetings and adopted revised Liquor Rules & Regulations and adopted Entertainment Regulations; held informational sessions on proposed over 55 housing developments; and adopted goals and objectives for the Town Manager.

SAUGUS HOUSING AUTHORITY

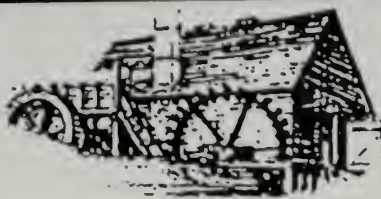
ANNUAL REPORT 2004

Chairman	Stanley T. King
Vice-Chairman	Patricia A. Annis
Treasurer	Joseph D. Favuzza
Assistant Treasurer	Peter DePlacido
Commissioner	Carmine Ciampa
Resident Commissioner	Claire Gamble



EQUAL OPPORTUNITY HOUSING

Chairman
Patricia A. Annis
Vice Chairman
Joseph D. Favuzza
Treasurer
Peter G. DePlacido
Vice Treasurer
Earl J. Ciampa
Commissioner
Claire E. Gamble
Resident Commissioner



PHONE (781) 233-2116
FAX # (781) 233-3531

Saugus Housing Authority

19 TALBOT STREET • SAUGUS, MASSACHUSETTS 01906

Steven G. Whitehurst
Executive Director

November 1, 2004

Mr. Stanley T. King, Chairman
Board of Commissioners
Saugus Housing Authority
19 Talbot Street
Saugus, Ma. 01906

Dear Mr. King:

I am pleased to submit the Saugus Housing Authority's Annual Report for the period of July 1, 2003 through June 30, 2004.

This and future Annual Reports will provide information pertinent to the operation of both the Public Housing and Section 8 programs, as well as Capital Fund Program (CFP) and other SHA programs and initiatives. Information on these programs is contained herein to provide a synopsis of the Agency's status relative to the aforementioned programs. The job before us can only be accomplished by the hard work and dedication of the Board of Commissioners and staff that are a vital part of this high performing agency. I consider it an honor and a privilege to serve as the Executive Director of this great organization.

Sincerely,

Steven G. Whitehurst
Executive Director



EQUAL OPPORTUNITY HOUSING

SAUGUS HOUSING AUTHORITY

Annual Election, November 12, 2003
Board of Commissioners

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Stanley T. King 21 Jackson Street Saugus, MA 10906 233-7409	Chairman	11/2005
Patricia A. Annis 96 Central Street Saugus, MA 01906 233-7857	Vice Chairman	11/2007
Joseph D. Favuzza 41 Seagirt Avenue Saugus, MA 01906 231-2102	Treasurer	11/2005
Peter DePlacido 5 Scott Drive Saugus, MA 01906 233-4428	Vice Treasurer	5/2006
Carmine Ciampa Saugus, MA 01906 233-9408	Commissioner	11/2007
Claire Gamble 19 Talbot Street, Apt 214 Saugus, MA 01906 231-3307	Resident Commissioner	6/30/2004

SAUGUS HOUSING AUTHORITY
STAFF MEMBERS

Steven G. Whitehurst	Executive Director
Jane Ciambelli	Assistant Executive Director / Bookkeeper
James Doran	Tenant Selector / Section 8 Coordinator
Gloria Dooley	Federal Program Housing Manager/Supply Buyer
James Wilkie	State Program Housing Manager
Loraine McLean	Receptionist / Work Order Clerk
Peter Genzali	Maintenance Supervisor
Darren Ring	Maintenance Mechanic
Guy Moley	Custodian / Groundskeeper
Steven Gould	Custodian / Groundskeeper
Dante Floccher	Part-Time Custodian / Groundskeeper
Andrew Lowell	Part-Time Custodian / Groundskeeper

ADMINISTRATION

I have prepared the Saugus Housing Authority's (SHA) Annual Report to present an informative picture of the Agency's accomplishments during fiscal year July 1, 2003 through June 30, 2004. In this regard, I have provided reports on each individual authority function to illustrate the teamwork approach that our staff recognizes as necessary to fulfill our mission. Our mission is to provide decent, safe and sanitary housing to those in need.

The Saugus Housing Authority received its annual Public Housing Assessment System (PHAS) Score for fiscal year 2003 which was 98 out of 100 points. This was the highest score for any agency that administers Federal housing in Massachusetts. This score continues our high performer status. This benefits us with additional Capital Funds and also offers other liberties.

The Supportive Housing Program at Laurel Towers, Gardens and Sweetser's Corner continues to provide services to residents in our State developments. This program is run in conjunction with Greater Lynn Senior Services (GLSS) and is designed to allow our seniors to remain in their homes longer with assistance from 24 hour a day, 7 days per week staffing.

During the year we continue our community outreach by hosting various events with the students from the Waybright School. In October, we host an annual Halloween parade. The children and teachers march up to Heritage Heights from the school dressed in costume. They are taken to a haunted hallway decorated by the maintenance staff. At the end, they all receive treats from the office staff and residents.

The Department of Housing and Urban Development requires Housing Authorities to have a directly assisted resident member on the Board of Commissioners. The Resident Advisory Board (RAB) offered the name of Claire Gamble. The Board of Commissioners voted to re-appoint Ms. Gamble to another term of one year, beginning July 1, 2003.

I was appointed to the Department of Housing and Community Developments, Designer Selection Committee. I attended the first monthly meeting in July. This committee serves to assist Housing Authorities in Massachusetts to select qualified Architects and Engineers for the State funded developments.

The Saugus Housing Authority's Annual Summer Picnic was held June. A picnic committee made up of staff and residents who worked hard to plan this event. They solicit businesses for donations and plan the menu for an old fashioned picnic. This annual gathering of residents, staff and Commissioners is always well attended and the residents truly appreciate this special event.

The Saugus Housing Authority has been deeded the land on Denver Street by the Town of Saugus. The land is adjacent to our Federal development and was donated by the Town for the sole purpose of developing a HUD, Section 202 Supportive housing program. The Authority has proceeded to have the land rezoned for this future development. (continued)

The HUD, Section 202 program grant can only be applied for by non-profit service provider agencies. The Saugus Housing Authority has partnered with Greater Lynn Senior Services (GLSS) in an effort to fulfill the obligations of the funding process. The application for the Section 202 grant has been submitted to HUD.

Our work is never complete at Saugus Housing Authority. We continue to strive to improve the Authorities operations in every facet. With the continued support of the Board of Commissioners, I expect to continue this success.

SAUGUS HOUSING AUTHORITY
DEVELOPMENT LISTING

667-1,2	Laurel Gardens	2 Rice Street	85 units
MA99-1	Heritage Heights	19 Talbot Street	100 units
667-3	Laurel Towers	2 Rice Street	100 units
667-4	Sweetser's Corner	3 Baker Street	20 units
705	Armitage Arms	212 Essex Street	8 units
689-1	Baker Street	3/5 Baker Street	8 units
Section 8 Vouchers			150 units
<hr/>			
Total			471 units

MODERNIZATION

The following is a list of Modernization Projects completed in 2003-2004.

Federal Development, Capital Fund Program Heritage Heights-99-1

A lobby renovation project has been ongoing since May 19, 2003. The original contractor for this project defaulted on the contract and the Bonding Company has intervened. The Bonding Company has been extremely irresponsible and I have filed a complaint with the Massachusetts Division of Insurance. We are trying to have this project completed as soon as possible.

In November, a contract was approved to retain Russo-Barr Associates for the design, preparation of bidding documents and construction supervision for the complete roof replacement.

State Developments

We received a grant under the Condition Assessment Report (CAR) Grant from the Department of Housing and Community Development (DHCD). This is for the replacement of eleven building roofs in our oldest state development, Laurel Gardens.

The Laurel Gardens Community Building has suffered some structural problems with the roof in the back half of the room. DHCD recommended that it should be blocked off until emergency funding could be secured for its repair. A design was selected and a contractor hired to make repairs to assure its structural integrity.

All 85 apartments in Laurel Gardens have had all the electric heat thermostats replaced. The old thermostats were difficult to operate and impossible to read. There were 281 thermostats replaced which will save energy because the new units can be adjusted by the resident.

In Laurel Towers, 100 apartments were provided with new electric ranges. These replaced units that were 22 years old and in poor condition.

MAINTENANCE

The Maintenance Department had a busy year in 2003-2004. In addition to preparing for re-occupancy of 47 vacancies, 39 State and 8 Federal that we experienced, there were 2085 requests for maintenance generated by residents and from regular and preventive maintenance inspections. All emergency work orders received were completed within 24 hours.

With a maintenance staff of four full-time and two part-time men, they stayed actively engaged in their day to day duties in addition to assisting with the supervision of the many contractors on sight.

A new three quarter ton truck with plow was purchased through the Commonwealth of Massachusetts Procurement Program. This truck was essential to maintain the many roadways and parking lots that we must keep safe during winter snow storms.

APPLICATIONS FOR HOUSING

Throughout fiscal year 2004, the Saugus Housing Authority took in and processed **108** applications for our State Conventional Elderly Housing Program. In July 2003, we opened the State Family waitlist, Program 705, and in a three day period (July 14-16), we received and processed **125** applications. We also had a total of **93** applications for our Federal Conventional Housing program received, and these were also processed during fiscal year 2004.

	State Mod			TOTALS
	WP 1010			
ASSETS				
Accounts Receivable	\$1,201.87			\$1,201.87
Architectural/Engineering Fees	\$1,200.00			\$1,200.00
Reimbursables-A&E	\$1.87			\$1.87
Total Assets-6 /30 /04	\$2,403.74			\$2,403.74
HUD GRANTS		Capital Fund 2003	Capital Fund 2003	TOTALS
		MA06P099501-03	MA06P099502-03	MA06P099501-04
				\$0.00
Grant Award		\$115,732.00	\$23,065.00	\$272,827.00
				\$0.00
Costs to date-6/30/04		(\$66,267.78)	\$0.00	(\$66,267.78)
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Balance to spend - 6/30/04		\$49,464.22	\$23,065.00	\$134,030.00
				\$206,559.22

SUBMITTED BY JOSEPH ATTUBATO, DIRECTOR OF PUBLIC WORKS

THIS DEPARTMENT IS COMPRISED OF THE FOLLOWING DIVISIONS

ADMINISTRATION
WATER
FORESTRY & PARKS
HIGHWAY

ENGINEERING
SEWER
MOTOR VEHICLE MAINTENANCE

ADMINISTRATION

Barbara Cimmino and Cheryl Rogalski staff this office. They do an excellent job. They get the payroll out every week, keeping the attendance in order for all the Public Works employees, processing purchase orders for all types of work going on through Public Works with private contractors as well as Public Works employees. During the winter months they have to get all the paper work completed for the contractors that plow for the town during storms. Records have to be kept of all snow plowing and sanding operations. All complaints are logged and resolved. This office also keeps records of material from the big dig in Boston going into the landfill.

Mr. Parks supervises the following departments:

WATER SEWER HIGHWAY ENGINEERING

Water Department

Mr. Waugh is the foreman of the Water Department. He and Mr. Parks coordinate daily work. This is a very busy department. Every day there are calls for water turn offs and turn ons, this is for the plumbers doing work in homes. Every Tuesday water samples are taken from 13 dwellings. The samples are taken to the M.W.R.A. Lab in Somerville. The testing is for Coliform.

In 2004 there were 83 water breaks. The department was very busy with these breaks plus the daily work that is being done. There were 3 major water breaks on Rt.1 N.B. These breaks were during the winter and took a great deal of time to make repairs. The town has not received any funding to replace the water mains. I have made all the officials aware of this problem on Rt.1. every year for the past 15 years.

In 2004 the following streets had new water mains installed:

Main St.	Hampstead St.	Oakhill Rd.	Foss Ave.
Standish Terr.	Briggs Ct.	Olive Ave	Smith Rd.

All homes have had new copper water services brought to their property.

There were 13 new hydrants that were installed. The Fire Department was notified about the new hydrants so they could be flow tested. The water project was funded by the M.W.R.A., No-Interest Loan. This is the fourth year that the town applied for this loan. It has been a very good program. The town does not put in any funds other than the small loan.

There are approximately 1,200 hydrants that have to be maintained, some have to have anti-freeze installed so that there will not be any freeze-up of the hydrant. This department also coordinates locating water mains and water services with contractors for developments.

SEWER DEPARTMENT

The foreman on this department is Mr. DiNocco who coordinates daily work with Mr. Parks. Daily maintenance has to be done at the Main Sewer Station, the wet wells has to be cleaned.

Pumps have to be checked and greased. At this time a pump is out of service and must be replaced A.S.A.P. The station is a 3-pump station and has only 2 pumps in service. These pumps are needed, especially during a heavy rainstorm. The station takes in a heavy flow. The flow needs to be pumped immediately or there will be a surcharging in homes and streets. Also, there are 8 sub-stations that are maintained daily. The Lynnhurst sub-station and Rt.1 have to be overhauled. The stations are very old and they both have to be overhauled. Some funding will come from developers the rest may come from the town.

There are approximately 38 locations in the sewer system that has to be flushed on a monthly basis this is due to settlement. If these areas are not flushed sewer back-ups will occur in homes. This past year an emergency occurred on Rt.1 N.B. near the Colon's Restaurant. The sewer main was broken and was surcharging causing flooding conditions on Rt.1. Nearly 900 ft. of sewer main had to be replaced. The bottom half of the sewer main was completely gone.

The sewer system definitely needs to be surveyed to see if there are more problems in the system.

HIGHWAY DEPARTMENT

The foreman in this department is Mr. Cardalisco, who coordinates daily work with Mr. Parks. The annual street sweeping was done in the spring. There isn't two sweeps a year as in the past, just in the spring. Also, the annual catch basins were cleaned in the spring. Brush cutting also took place in different parts of town. Crosswalks were painted in different areas of town, including nearly all schools.

New street signs were installed in the Saugus Center and Cliftdale area these are A.D.A. required signs. Also, many collapsed manholes and catch basins were installed. They were installed on the following streets:

65 Bristow St.	Atherton St	Hamilton St.	Atherton St.
Hamilton St.	Ballard St.	Fox Hill Yacht Club	32 Grove St.
Summer & Pace	19 Richards	574 Lincoln Ave.	25 Putnam St.
210 Essex St.	Pleasant St.	32 Staff Rd.	Susan Dr & Nirvana
Brookfield	Third St.	Charles & Hesper	Jasper St.
Plymouth & Vine		Randall Rd.	Lynn Fells Pkwy.
Pearce Dr.	Bradford Terr.	21 Jasper St.	Laurel & Mt. Vernon
Bristow	Eastern Ave.	Eaton & Lawndale	Elm & Saville St.
127 Central St.	Elm & Saville	100 Essex St.	7 Castle St.
12 Elmwood Ave.	150 Hamilton St.	Sim Rd.	231 Central St.
400 Central St.	408 Central St.	43 Juniper Dr.	7 Hamersmith
415 Essex St.	68 Bristow St.	42 Saville St.	Penny Lobster Landing

Wilbur & Benson.

There were 40 collapsed catch basins. The following are manhole covers that were repaired:

12 Bayard St.	Winter & Kenwood
13 Ireson St.	109 Essex St.
Central @ Knowles	Central @ Castle
59 Essex St.	

There were a total of 5 manholes that were repaired. The reason there were so many collapsed structures was that the previous winter was very cold, the frost caused the problem. The following list is bituminous sidewalks that were installed.

14 Guard St.	14 Tuttle St	17 Tuttle St.
27 David Dr.	2 Sunset	9 Alfred Rd.
12 Alfred Rd.	30 Carr Rd.	6 Brookfield.
38 Forest	12 Nason Rd.	

The following were concrete sidewalks that were repaired.

15 Norman Rd.	28 Ballard St.
16 Oaklandvale	15 Myrtle St.
17 Avon St.	8 Stanton St.

The following streets had berms repaired.

26 Sunnyside Ave.	31 Clinton St.
-------------------	----------------

Also in 2004 many potholes were filled, well over 450. Some had to be cut out and have a new piece installed. During the winter month's contractors have to line up and be put in sections of the town for sanding and plowing. Also, have checker's set up for each section. Mr. Cardalisco handles this operation.

FORESTRY DEPARTMENT

The foreman of this department is Timothy Wendell; he has two men to assist him. They are constantly maintaining trees all over Saugus. This past year a heavy winds 40 M. P. H. caused trees limbs, etc to come down at the following locations:

100 Winter St.	Brookfield Ln.	Wilson St.
Saville St.	Douglas Rd.	199 Essex St.
16 Dreeme St.	20 Birch St.	34 Gates Rd.
1 Norman Rd.	9 Birchwood	15 Vermont Ave.
103 Fairmount Ave.	5 Parks St.	4 Susan Dr.

The following streets had saplings planted. 60-58 & 44 Ballard St., School St. 42,40,36,16,14, 81, 79, 24 and 104 Central St., Bristow St. at 48, 56,78 and Heritage Lane and Highland Park. These trees were a variety of Honey Locust, Norway Maple, Elm and Dogwood.

The following streets had tree butts removed below street level. The area was then filled with loam and seeded. The butts were town trees on town property.

583 Lincoln Ave.	40 Jasper St.	48 Jasper St.
56 Intervale Ave.	18 First St.	9 Guild Rd.
Beech & Elmwood Ave.	7 Bayfield Rd.	2 Vincent St.
56 Dudley St.		

The following town trees were taken down for the year 2004. Tree hearings were held on these tree ad representatives from the Tree Committee were on hand to make comments. The tree committee Chairman is Tim Hawkes. The following trees were taken down:

128 Essex St.	56 Summer St.	6 Social St.
1 Granite Rd.	1 Raddin Terr.	1 Elmwood Ave.
19 Rice St.	24 Appleton St.	74 Winter St.
14 Knowles Ave.	8 Columbus Ave	40 Cleveland Cir.
61 Harrison	6 Harrison Ave.	29 Jasper St.
31 Ballard St.	41 Lake Ave.	18 Donna Rd.

Also, there is an ongoing process of trimming trees constantly.

PARKS DEPT.

Mr. Stack is foreman of this department. There are 6 people on this department including the foreman. The parks department is responsible for maintaining nearly 200 acres of parks. The fields are maintained for all the activities for the schools, such as soccer, football, baseball, softball, lacrosse, field hockey and tennis. These activities are coordinated with the Athletic Director. Also, fields have to be maintained for town teams for baseball soccer, women's softball. This department is active from the spring of the year to the fall. This department assists each other with the Forestry Department they are interchangeable.

MOTOR VEHICLE DEPARTMENT

Mr. Morelli is the foreman of this department. He is responsible for maintaining 40 pieces of equipment. If there is a repair that needs more help, he will get help from someone in the Public Works. Some of the work has to be sent out. At one time this was a 3-man department.

ENGINEERING DEPARTMENT

This department is involved with plans for developers, sewer water, etc. He updates assessors maps for the Assessor's Department he finds locations of water and sewer lines for the water and sewer department when needed. He also assists in getting streets ready for resurfacing for Chapter 90. At one time, this department was staffed by 4 engineers, now it is down to one person.

The Saugus Retirement System is one of 106 Contributory Retirement Systems for public employees in Massachusetts. A retirement board governs the system, and although operating independently, all boards in the Commonwealth are bound together under one retirement law, Chapter 32 of the Massachusetts General Laws, which provides uniform benefits and uniform contributions. The Division of Public Employee Retirement Administration (PERAC) oversees all 106-retirement systems.

The Saugus Retirement Board consists of five members. Ex-Officio Member Joseph Tassone (A member by virtue of holding an office, in our case that of Town Accountant). Two elected members Henry MacKenzie and William Cross, III (Employee or retiree's within the system who are elected by both the active and retired members). One appointed member chosen by the Board of Selectmen. Eugene Decareau has been named as the appointed member. Eugene, a resident of Saugus is retired from Eastern Tool where he was the General Manager. The fifth position is an appointed position by the other four members of the Board. Doreen DiBari has been named as the appointed member in that position. Doreen, a resident of Saugus, is a Vice-President in the Trust Department at Eastern Bank. Ann Quinlan is Administrative Assistant to the Board and is available to assist both active and retired members.

By Massachusetts Law, each individual retirement account in the system, can earn only the average of the savings account interest paid by Massachusetts Banks. In 2004, each individual retirement account earned 0.6%. Regardless of what interest rate the system's investment fund achieves, each member's account will always earn the average bank savings interest rate.

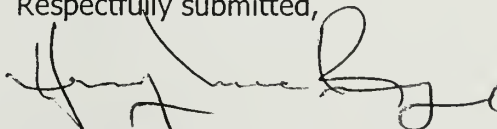
In 2004 the Saugus Retirement System was made up of the following members:

Active Members	330
Inactive Members	44
Regular Pensioners	202
Accidental Disability Retirees	42
Ordinary Disability Retirees	3
Survivors	49

The Saugus Retirement Pension Funds are part of the Pension Reserve Investment Trust (PRIT). For the calendar year, ending December 31, 2004 the PRIT Core Fund returned 14.44%.

The Trust's investment policy is conservative and they continue to be a prudent and appropriate choice for governmental units within the Commonwealth.

Respectfully submitted,



Henry E. MacKenzie, Chairman

TOWN CLERK/ELECTION AND REGISTRATION
ANNUAL REPORT
FISCAL YEAR 2004

The 2004 Annual Census was conducted and updates and changes were processed. The information obtained from the Census was used to update the Resident and Voter lists, and to compile the Jury List. The 2004 Street Listing was published.

Special Town Meetings were held on October 20, 2003, June 7, 2004, and June 28, 2004. The 2004 Annual Town Meeting commenced May 3, 2004.

The Town Clerk's Office was extremely busy this past year with several elections to be held. A Presidential Primary Election was held on March 2, 2004, A State Primary Election was held on September 14, 2004 and a State Election was held on November 2, 2004.

In addition to the regularly scheduled elections, a Special Election was held on May 11, 2004 asking if voters would like to see if the Town shall exempt from the provisions of Proposition 2 ½ the amounts required to pay for Bonds issued in order to pay for Capital Improvement Program, Police Firing Range, the High School boiler, and the Saugus River dredging, which passed by 39 votes.

Due to new State Regulations regarding same sex marriages, the Staff of the Town Clerk's Office attended training on the new laws on May 7, 2004, which was run by The Department of Public Health, along with representatives from the Governors legal staff. The transition with the new forms and laws went smoothly.

Election laws also had significant changes during the past year. Again, the Town Clerk's Staff, along with some Wardens and Clerks who work the polls, went to training sessions run by the Secretary of States Office. One of the changes included new voter registration forms, which now include voter identification verification. Another change is the addition of Provisional Ballots, which replaced the outdated Escrow Ballots.

In addition, the Town Clerk/Election and Registration Office conducted its usual business, processing voter registrations and absentee ballot applications, issuing certified copies of birth, death, and marriage records, hunting and fishing licenses, dog licenses, marriage intentions and marriage licenses, gasoline storage registrations, ramp permits, raffle permits, business certificates, certified copies of decisions made by various boards/commissions, and answering citizen inquiries.

TOWN CLERK'S OFFICE

The following shows the money collected for various licenses and services, which are provided by the TOWN CLERK'S OFFICE. Two prior years are also listed for comparison purposes only.

	<u>YEAR END FY 02</u>	<u>YEAR END FY 03</u>	<u>YEAR END FY 04</u>
Resident Listings	\$ 240.00	\$ 520.00	\$ 408.00
Marriage Intentions	\$ 3,690.00	\$ 3,300.00	\$ 3,090.00
Certified Copies	\$ 23,368.75	\$ 20,260.52	\$ 21,492.72
Business Certificates	\$ 5,915.00	\$ 5,345.00	\$ 7,035.00
Gasoline Storage Permits	\$ 737.00	\$ 839.00	\$ 802.00
Pole Locations	\$ 600.00	\$ 400.00	\$ 700.00
Conduit Locations	\$ -	\$ 200.00	\$ -
Miscellaneous	\$ 2,947.70	\$ 2,292.93	\$ 2,746.24
Raffle Permits	\$ 60.00	\$ 60.00	\$ 20.00
Ramp Passes	\$ 1,085.50	\$ 1,515.00	\$ 1,317.50
Board of Health Violations	\$ 4,200.00	\$ 200.00	\$ 1,325.00
Zoning Violations	\$ 26,225.00	\$ 4,625.00	\$ 11,300.00
Conservations Violations	\$ 175.00	\$ -	\$ -
Dog Licenses	\$ 11,124.00	\$ 13,149.00	\$ 13,428.50
Dog Late Fees	\$ -	\$ 2,260.00	\$ 2,220.00
Hunting & Fishing Proc Fees	\$ 228.40	\$ 211.00	\$ 271.00
Hunting & Fishing Gross	\$ 7,799.40	\$ 6,865.00	\$ 8,306.80
Hunting & Fishing Fees	\$ 140.00	\$ 119.75	\$ 150.60
TOTALS	\$ 88,535.75	\$ 62,162.20	\$ 74,613.36

TOWN CLERK'S OFFICE

The Town Clerk's Office recorded the following vital Statistics for fiscal year 2004. Two prior years are also listed for comparison purposes only.

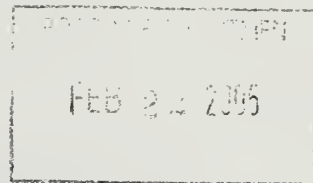
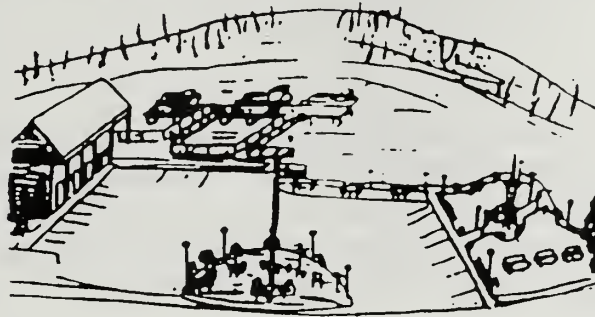
	<u>Year End FY 02</u>	<u>Year End FY 03</u>	<u>Year End FY 04</u>
BIRTHS TO RESIDENTS			
<i>Total Births</i>	256	256	287
DEATHS			
<i>Total Deaths</i>	306	266	290
Marriage Certificates Issued			
<i>Total Licenses Issued</i>	129	103	105

WHEN A DEATH OCCURS IN TOWN TO NON-RESIDENTS, A COPY OF THE DEATH CERTIFICATE MUST BE SENT TO THE APPROPRIATE CITY OR TOWN CLERK. EACH MONTH COPIES OF ALL RECORDS OF BIRTH, DEATH AND MARRIAGES ARE FORWARDED TO THE BUREAU OF VITAL STATISTICS OF THE DEPARTMENT OF PUBLIC HEALTH IN BOSTON.

THESE NUMBERS MAY INCREASE DURING THE YEAR, AS RECORDS ARE FORWARDED TO THIS OFFICE AT VARIOUS TIMES FROM OTHER CITIES AND TOWNS.



TOWN OF SAUGUS



VITALE MEMORIAL PARK - LOBSTERMAN'S LANDING
100 Ballard Street • Saugus • MA • 01906

ANNUAL REPORT

By Peter E. Bogdan, VMP Manager
2004

Vitale Memorial Park/Lobstermans Landing is located at 100 Ballard Street, at one of the Gateways into the Town of Saugus. The park is named after the fallen policeman, Harold Vitale who died in the line of duty while enforcing the law on behalf of our citizens.

The park is the home to the annual celebration of Harold's life by his family and friends where scholarships are awarded to deserving high school children seeking to become the future leaders of our community and country. The family hosts an Ice Cream Social open to the public to create an awareness of the efforts of the family in promoting support for those who have lost law enforcement family members in the line of duty.

The building at 100 Ballard Street houses the bait lockers for the many lobstermen using the dock and facility to maintain their livelihood. The public rest rooms are located there and are just that, for the public. Now in our 12th year of operation, we continue to provide both business and recreational services to the public and to the tenants of the building.

Each of the last several winters has been unfortunately abnormally cold in that the Saugus River has frozen over relatively early and remained that way for prolonged periods of time. This phenomenon has caused the pier significant damage due to the amount of ice buildup and the level of the rising and falling tides. There are seven fishermen who continue to fish throughout the winter and this ice buildup prevents them from doing so.

In addition, the sheer weight of the ice with the rise and fall of the water level due to the tide changes causes significant damage to the dock and its supporting frame. Hopefully, a study will be done soon, at no cost to the Town, by qualified engineers to determine a solution.

Let no one think that the dock serves only fishermen. There are a great number of both local and area-wide boaters who launch their boats at Penney Landing, (just up the street from us) and use the dock at Vitale Park to load and unload their passengers. We are urgently seeking to provide a small float attached to the piers at Penney Landing to allow for some of our boaters to load their passengers right there so that once they are underway, they can continue their trip uninterrupted.

The use of the park by the public as a welcome stop where one can eat a donut and sip a coffee or latte while watching the boats or enjoy a restful lunch or be enjoyed simply for its serenity by small groups continues to remain a reason for the park to be a "value" item for the Town. Hopefully we can continue to provide this pleasantness to the community for the foreseeable future.

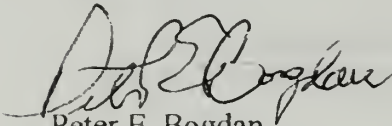
As in any public place, there continues to be those who have no concern for others and who literally "dump" their trash and debris leaving it for others to pick up and also the "dog walkers" who feel that since it is a "public" place, it must be free for dogs to do their thing. There are signs and I have often confronted violators but it continues to be a problem and we shall deal with it.

(2)

On the fiscal side, our Finance Committee for whatever unfathomable reason decided this past year to eliminate the 21(E) status for our operating costs. The net numbers may come out the same, but the formulation of the budget line items was done in a darkened closet. This facility has operated in fiscal harmony with the Town and the Manager and his staff since its inception. I sincerely hope that the "powers in charge" will return the Vitale Memorial Park to its proper status as a 21(E) facility.

The cooperation provided by the Building Maintenance team under Ralph Martarese has been outstanding. Ms Lorna Cerbone has continually helped us in getting rid of the unwanted trash left by those who don't care. I certainly hope we can continue to be of service to the Town and its residents for the foreseeable future.

Respectfully,

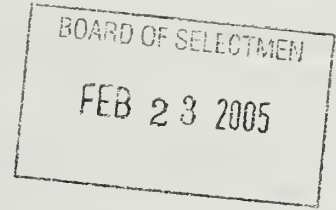
A handwritten signature in black ink, appearing to read "Peter E. Bogdan". The signature is stylized with a large, looped "P" and "B".

Peter E. Bogdan
Manager VMP

TOWN OF SAUGUS

EMERGENCY MANAGEMENT AGENCY
27 HAMILTON STREET
SAUGUS, MASSACHUSETTS 01906
Telephone (781) 231-4175 • Fax (781) 231-4185

Paul O. Penachio
Director



2004 ANNUAL REPORT

The Saugus Emergency Management Agency is a volunteer organization that is required by law. During declared emergencies the Emergency Management Agency is the Town's contact point with state and federal agencies if their assistance is required for manpower, materials, or equipment.

MISSION STATEMENT

The mission of the Saugus Emergency Management Agency is to provide for the Common defense and to protect the public peace, health, security, and safety, and to preserve the lives and property of the people of the Town of Saugus.

During the time of January 1, 2004 to January 30, 2005 the volunteers logged in over 8,532 man hours. Many of those hours were logged in the continuing remodeling and painting of the old Central Fire Station which now houses Emergency Management as well as our F.O.C.

Volunteers also assisted Town agencies with many tasks including helping with road blockage and flares, assisting the Fire Department with cellar pumping and also assisting the Police with a search for a missing child.

Members also logged in countless hours of their own time attending training in the preparation of the Democratic National Convention which they manned various equipment for the 3 days of the Convention. This included the new mobile Command Post which was built completely by the members; installing radios and various equipment. This unit is available to all town agencies if needed.

We also assisted the Fire Marshall's office with lighting at the Revere Saugus Riding Academy fire as well as the annual Haunted Hayride at Breakheart Reservation.

They also assisted in the first ever Octoberfest by supplying power for the event with various generator vehicles along with the Command Post.

Members worked around the clock in April 2004 due to severe flooding caused by a major rainstorm. They responded to over 60 calls for flooded homes throughout the town.

Training continues for all members through Homeland Security Grants obtained. These include Incident Command, WMD Radiation Detection, Incident Bombing and Mass Sheltering Training also is obtained through MEMA Headquarters which offers classes each month.

An outstanding effort by the unit was put into installing the Christmas Lights for the annual Tree Lighting ceremony, which was a huge success.

I would like to thank all those volunteers who unselfishly give of their time and efforts to support the citizens and the Town of Saugus.

Paul O. Penachio,
Director
Emergency Management Agency

jb



TOWN OF SAUGUS
INSPECTIONAL SERVICES DEPARTMENT
298 CENTRAL STREET
SAUGUS, MASSACHUSETTS 01906

BOARD OF SELECTMEN

FEB 24 2005

Fred Varone
Inspector of Buildings/ Zoning Officer

Telephone: (781) 231-4116

**BUILDING DEPARTMENT
YEAR END REPORT
FISCAL YEAR 2004**

JULY 2003 -----	\$ 28,040.00
AUGUST 2003 -----	\$ 580,397.00
SEPTEMBER 2003 -----	\$ 76,225.66
OCTOBER 2003 -----	\$ 116,880.00
NOVEMBER 2003 -----	\$ 50,259.80
DECEMBER 2003 -----	\$ 12,493.00
JANUARY 2004 -----	\$ 29,614.00
FEBRUARY 2004 -----	\$ 34,281.00
MARCH 2004 -----	\$ 59,098.00
APRIL 2004 -----	\$ 30,694.99
MAY 2004 -----	\$ 45,769.90
JUNE 2004 -----	\$ 37,019.00
TOTAL FY04 -----	\$ 1,100,772.35

TOWN OF SAUGUS
INSPECTIONAL SERVICES
FISCAL REPORT
July 1, 2003 to June 30, 2004

FEB 24 2005

<u>Department</u>	<u>Total Amount</u>	<u>No. of App.</u>
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Plumbing Department

Plumbing Permits	\$27,027.00	462
Gas Permits	\$13,148.00	359
Sewer Rehab Fund:	\$47,570.00	41
Special Sewer:	\$ 3,630.00	7
Total:	\$91,375.00	

Electric Department

Electric Permits:	\$ 53,834.70	895
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Health Department

Health Permits	\$ 77,846.00	529
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Type of Permits Issued within the total:

Frozen Desserts	Swimming Pools	
Animal	Motel/Cabins	Tanning Salons
Catering & Kitchen Meals	Milk	Trans. of Nite Soil
Drain Layers	Mobile Food	Day/Rec. Camp
Fill	Retail Food	Sept. Planners
Food Service	Burial Permit	Soil Test
Funeral Directors	Tanning Plan Review	Tobacco Permits
Ice Cream	Food Plan	Massage Therapy
Sept. System Repair		MassageTherapyPlan Rev.
Body Art Facility		Body Art Practitioners

Stickers:	\$ 44,464.00
Household Har. Waste:	\$ 5,104.00
Recycling Bins:	\$ 963..00
Home Composting Bins:	\$ 418.00

Total:	\$ 62,774.00
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WEIGHTS & MEASURES

July 1, 2003 – June 30, 2004

	<u>Sealed</u>	<u>Not Sealed</u>	<u>Adjusted</u>	<u>Condemned</u>
Scales:				
Over 10,000 LBS	5	1		
1,000 – 5,000 LBS	2	-		
100 – 1,000 LBS	21	1		1
Under 100 LBS	189	2	14	
Weights:				
Avoirdupois	1			
Metric	23			
Apothecary	93			
Liquid Measuring				
Meters:				
Gas Dispensers	229	9	2	
Oil & Grease	1			
Vehicle Tank	2			
Other Devices:				
Taxi Meters	5			
Fabric Measuring	1			
Wire-rope-cordage	1			
Reverse Vending Machines	5			
Firewood:				
(short measure)	3			

Money to Collector Treasurer:

\$5,654.00

To: **Inspectional Services**
From: Harold Young
Canine Control Officer

July 1, 2003 to June 30, 2004

Fiscal Report

Dogs:

Stray housed (Saugus only)	39	\$	715.00
Stray returned to owners	31		
Adopted for the year	2		
Euthanized (P.T.S.)	2		
Transferred to other shelters	2		
Foster Care	2		
Licenses issued	1076	\$	15,648.50

Calls:

Complaints answered	2920
Emergency	155

Violations issued	46	\$	2,875.00
Dog bites reported	16		
Cat bites/scratches reported	5		
Raccoon bites	0		
Ferret Bites	0		
Squirrel bites/scratches	0		
Skunk bites	0		

Hearings:

Board of Selectman	0
Court	7

Total Revenue Received:		\$	19,238.50
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Quarantine issues:	49
Animals tested (rabies) - negative	11
Animals tested - (rabies) -positive	4
Birds tested - West Nile	8

Animals collected (Deceased)	130
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Rabies Clinic Held (may 1, 2004)	45
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Misc:

Wildlife sightings/complaints	
Dangerous/vicious dog law	2
Pit Bull Banned from Town	1

Other Duties:

Janitorial duties @ Pound
Maintained/sterilizing - K9 Vehicle
On call 24/7

Town of Saugus					
General Fund - Annual Report					
June 30, 2004					
	Balance June 30, 2003	FY2004 Receipts	FY2004 Expended	Transfers In / (Out)	Balance June 30, 2004
Account					
GENERAL FUND	\$ 1,331,815.00	\$ 50,072,883.00	\$ 51,669,637.00	\$ 1,980,721.00	\$ 1,715,782.00

Town of Saugus

Ch.44- Sec 53E & Sec 53E1/2 Revolving Funds, Ch. 44-Sec 53 Other Special Revenue - Annual Report

June 30, 2004

Account	Balance		FY2004		Balance	
	June 30, 2003	Receipts	Expend	June 30, 2004		
Chapter 44-Sec 53E - Revolving Funds						
Cafeteria Revolving	\$ 55,880.92	\$ 558,842.81	\$ 572,253.06	\$ 42,470.67		
Chapter 88 Book Account	\$ 17,417.20	\$ 26,001.78	\$ 21,311.04	\$ 22,107.94		
Computer Revolving	\$ -	\$ -	\$ -	\$ -		
Athletic Revolving	\$ 25.13	\$ 172,363.01	\$ 122,131.13	\$ 50,257.01		
Summer School Revolving	\$ 726.99	\$ 6,250.00	\$ -	\$ 6,976.99		
Evening School Revolving	\$ 16,271.98	\$ -	\$ -	\$ 16,271.98		
Home Composting Bins	\$ 242.00	\$ 12,422.00	\$ -	\$ 12,664.00		
School Rentals - Lynnhurst	\$ 460.00	\$ 4,066.32	\$ 3,491.20	\$ 1,035.12		
School Rentals - Oaklandvale	\$ -	\$ 2,988.28	\$ 2,823.28	\$ 165.00		
School Rentals - Veterans	\$ 63.00	\$ 7,035.11	\$ 5,019.46	\$ 2,078.65		
School Rentals - Waybright	\$ 110.00	\$ 537.35	\$ 537.35	\$ 110.00		
School Rentals - Belmonte	\$ 1,810.00	\$ 14,246.53	\$ 16,014.29	\$ 42.24		
School Rentals - High School	\$ 6,413.08	\$ 21,688.33	\$ 13,000.24	\$ 15,101.17		
Pre-School Peer Models	\$ 2,585.65	\$ 50,747.55	\$ -	\$ 53,333.20		
Full Day Kindergarten	\$ 4,089.75	\$ 34,470.30	\$ -	\$ 38,560.05		
Saugus Dare Program	\$ 853.25	\$ -	\$ 853.25	\$ -		
Historical Mural	\$ 306.02	\$ 3.51	\$ -	\$ 309.53		
Fine Arts Activities	\$ -	\$ 13,792.00	\$ 10,636.00	\$ 3,156.00		
Transportation Revolving	\$ (370.50)	\$ 57,122.25	\$ 36,549.50	\$ 20,202.25		
Summer Enrichment	\$ 2,025.00	\$ 22,765.08	\$ 17,495.00	\$ 7,295.08		

Account	Balance		FY2004		FY2004		Balance	
	June 30, 2003		Receipts		Expended		June 30, 2004	
CHAPTER 44-SEC 53E 1/2								
Revolving Funds								
Youth & Recreation	\$ 36,227.84	\$ 112,928.27	\$ 109,511.16	\$ 39,644.95				
Council on Aging Programs	\$ 24,219.51	\$ 36,849.65	\$ 32,721.76	\$ 28,347.40				
Cemetery Revolving	\$ 200.00	\$ -	\$ 21.00	\$ 179.00				
Cross Connection Fees	\$ 8,537.40	\$ 13,580.00	\$ 13,920.00	\$ 8,197.40				
Senior Center Lunch Program	\$ (1,123.39)	\$ 226,143.19	\$ 205,812.98	\$ 19,206.82				
Landfill closing	\$ 65,668.93	\$ 3,327,879.91	\$ 1,685,487.91	\$ 1,708,060.93				
Wetland Protection Fee	\$ 34,881.80	\$ 7,057.00	\$ 1,046.90	\$ 40,891.90				
TRUST & AGENCY FUNDS								
Medical Trusts								
George M. Wilson Library Fund	\$ 1,101,887.42	\$ 4,552,483.95	\$ 5,647,128.14	\$ 7,243.23				
Wilson Library - Expendable	\$ 2,150.00	\$ 52.48	\$ 52.48	\$ 2,150.00				
Benjamin N. Johnson Library Fund	\$ 537.66	\$ 52.48	\$ -	\$ 590.14				
Johnson Library - Expendable	\$ 5,000.00	\$ 122.06	\$ 122.06	\$ 5,000.00				
Cemetery Perpetual Care	\$ 1,480.88	\$ 122.06	\$ -	\$ 1,602.94				
Stabilization Fund	\$ 975,563.41	\$ 34,827.50	\$ 50,790.00	\$ 959,600.91				
Conservation Commission	\$ 1,110,987.79	\$ 34,041.90	\$ -	\$ 1,145,029.69				
J. Buchiere Human Scholarship	\$ 75,313.68	\$ 1,195.99	\$ -	\$ 76,509.67				
G. F. Price Scholarship	\$ 6,645.56	\$ 108.20	\$ 250.00	\$ 6,503.76				
Saugus Police State Drug	\$ 27,315.27	\$ 646.67	\$ 1,000.00	\$ 26,961.94				
McKenzie Library	\$ 9,560.25	\$ -	\$ 24.50	\$ 9,535.75				
Sick Leave Buy Back	\$ 488.78	\$ -	\$ -	\$ 488.78				
Hoffman Family Scholarship	\$ 130,000.00	\$ -	\$ -	\$ 130,000.00				
Debt Service Reserve Fund	\$ 83,217.67	\$ 1,684.50	\$ -	\$ 84,902.17				
	\$ 868,746.37	\$ 20,561.87	\$ 715,000.00	\$ 174,308.24				

Account	Balance June 30, 2003	FY2004 Receipts	FY2004 Expended	Balance June 30, 2004
CHAPTER 44 SECTION 53				
OTHER SPECIAL REVEVUE				
Route 1 Substation Upgrade	\$ -	\$ 9,000.00	\$ -	\$ 9,000.00
Adopt - A - Site	\$ -	\$ 1,488.00	\$ 1,403.00	\$ 85.00
Saugus Education Fund	\$ -	\$ 12,373.90	\$ -	\$ 12,373.90
Business Education Collaborative	\$ -	\$ 9,482.00	\$ 7,988.00	\$ 1,494.00
C.A.S.I.T. Grt - Italian Program	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -
Vitale Memorial Park	\$ 6,369.80	\$ 26,284.32	\$ -	\$ 32,654.12
Kids Come First	\$ 8,316.44	\$ 100,889.00	\$ 86,008.10	\$ 23,197.34
Gifts to Schools	\$ 998.45	\$ 200.00	\$ -	\$ 1,198.45
Housing Rehab	\$ 11,810.72	\$ 61,143.78	\$ 8,213.75	\$ 64,740.75
Tree 2000 Committee	\$ 7,364.21	\$ 857.04	\$ -	\$ 8,221.25
Senior Center Gifts	\$ 25,143.01	\$ 2,086.59	\$ -	\$ 27,229.60
Veterans Memorial Fund	\$ 481.60	\$ 4.33	\$ -	\$ 485.93
Board of Appeals Peer Review	\$ 13,444.68	\$ 14,531.59	\$ 14,944.45	\$ 13,031.82
Kasabuski Arena Donations	\$ 265.32	\$ 10,032.97	\$ 14,029.20	\$ (3,730.91)
Lead Paint Removal	\$ 16,769.27	\$ -	\$ -	\$ 16,769.27
Griswold Pond	\$ 6,820.00	\$ -	\$ -	\$ 6,820.00
Storm Water Management	\$ 40,680.70	\$ -	\$ -	\$ 40,680.70
MCPL Recycling Program	\$ 785.00	\$ -	\$ -	\$ 785.00
Gift to Senior Citizens	\$ 3,614.29	\$ 1,600.00	\$ -	\$ 5,214.29
Donations Community Police	\$ 937.37	\$ -	\$ 205.42	\$ 731.95
Walk for a Cause	\$ 736.50	\$ -	\$ 736.50	\$ -
Donation Playground Improvement	\$ 1,025.00	\$ -	\$ -	\$ 1,025.00
Donation Friends of Town Hall	\$ 1,625.00	\$ -	\$ -	\$ 1,625.00
Donations Library Books	\$ 3,489.73	\$ 6,635.25	\$ 6,179.28	\$ 3,945.70
Donations Youth Program	\$ 356.61	\$ -	\$ -	\$ 356.61

Account	Balance		FY2004		Balance	
	June 30, 2003	Receipts	Expendeds	June 30, 2004	Balance	June 30, 2004
CHAPTER 44 SECTION 53						
OTHER SPECIAL REVEVUE - cont'd						
Capital Improvement Consultant	\$ 2,599.00	\$ -	\$ -	\$ -	\$ 2,599.00	\$ -
Tenneco Open Space	\$ 114,744.38	\$ -	\$ 15,000.00	\$ -	\$ 99,744.38	\$ -
Room Occupancy	\$ 20,538.00	\$ -	\$ -	\$ -	\$ 20,538.00	\$ -
Avalon Bay School Maintenance	\$ 140,613.17	\$ -	\$ 6,000.00	\$ -	\$ 134,613.17	\$ -
Avalon Bay Fire Truck	\$ 250,000.00	\$ -	\$ 250,000.00	\$ -	\$ -	\$ -
Avalon Bay Improvements	\$ 24,588.93	\$ -	\$ 2,243.10	\$ -	\$ 22,345.83	\$ -
Community Septic Loan Grant	\$ 2,137.50	\$ -	\$ -	\$ -	\$ 2,137.50	\$ -
Sale from Town Owned Land	\$ 12,000.00	\$ -	\$ -	\$ -	\$ 12,000.00	\$ -
Sale of Cemetery Lots	\$ 144,446.00	\$ 34,628.76	\$ 92,363.56	\$ -	\$ 86,711.20	\$ -
Fire Prevention Education Grant	\$ (1,428.83)	\$ -	\$ 0.17	\$ -	\$ (1,429.00)	\$ -
Mall Transportation Title 3C	\$ 1,000.00	\$ 1,718.00	\$ 1,518.49	\$ -	\$ 1,199.51	\$ -
Community Rehab Grant	\$ 540.00	\$ -	\$ -	\$ -	\$ 540.00	\$ -
DARE Program	\$ 4,128.87	\$ -	\$ -	\$ -	\$ 4,128.87	\$ -
Library Homework Zone Grant	\$ (181.62)	\$ -	\$ 0.38	\$ -	\$ (182.00)	\$ -
Public Safety Equipment - Police	\$ (5.48)	\$ 10.48	\$ -	\$ -	\$ 5.00	\$ -
Special Sewer Project	\$ 1,855.40	\$ -	\$ -	\$ -	\$ 1,855.40	\$ -
Special Sewer Health	\$ 50,742.59	\$ 26,418.41	\$ -	\$ -	\$ 77,161.00	\$ -
Sewer Rehab Health	\$ 491,901.17	\$ 64,720.00	\$ 556,658.17	\$ -	\$ (37.00)	\$ -
Secondary Waste Treatment	\$ 286,419.20	\$ -	\$ -	\$ -	\$ 286,419.20	\$ -
Donations Youth Community Fund	\$ 3,000.00	\$ -	\$ 1,000.00	\$ -	\$ 2,000.00	\$ -
Bristow St. Drainage Grant	\$ 9,239.86	\$ -	\$ -	\$ -	\$ 9,239.86	\$ -

Account	Balance June 30, 2003	FY2004 Receipts	FY2004 Expended	Balance June 30, 2004
FEDERAL GRANTS				
Title I - 2004	\$ -	\$ 94,896.04	\$ 71,518.00	\$ 23,378.04
Title V - 2004	\$ -	\$ 161,544.78	\$ 147,373.00	\$ 14,171.78
Enhanced Education thru Technology 2003	\$ 6,489.05	\$ -	\$ 6,115.36	\$ 373.69
Enhanced Education thru Technology 2004	\$ -	\$ 5,256.00	\$ 4,674.76	\$ 581.24
SPED Payment 50/50 Circuit Breaker Acct	\$ 6,495.22	\$ 153,505.57	\$ 127,233.22	\$ 32,767.57
McKinney Homeless	\$ -	\$ 15,000.00	\$ 4,772.45	\$ 10,227.55
Community Development Grant	\$ -	\$ 2,077.23	\$ 13,092.42	\$ (11,015.19)
Saugus Police Federal Drug	\$ 4,472.45	\$ 4,159.21	\$ 5,749.26	\$ 2,882.40
Local Law Enforcement Block Grant FY03	\$ -	\$ 43,568.00	\$ 15,439.96	\$ 28,128.04
Emergency Preparedness - C. D. C.	\$ -	\$ 11,241.83	\$ 11,247.28	\$ (5.45)
EOP - Emergency Operations Planning	\$ -	\$ 11,943.53	\$ 6,044.36	\$ 5,899.17
Title I - 2003	\$ 9,883.63	\$ -	\$ 9,641.63	\$ 242.00
SPED Improvement - 2003	\$ 7,721.32	\$ -	\$ 7,203.74	\$ 517.58
SPED Improvement - 2004	\$ -	\$ 33,934.84	\$ 22,144.15	\$ 11,790.69
SPED 94-142 - Allocation 2003	\$ 6,687.20	\$ -	\$ 5,676.99	\$ 1,010.21
SPED 94-142 - Allocation 2004	\$ -	\$ 422,875.66	\$ 386,265.15	\$ 36,610.51
SPED Early Childhood - Allocation 2003	\$ 829.93	\$ -	\$ -	\$ 829.93
SPED Early Childhood - Allocation 2004	\$ -	\$ 29,291.28	\$ 19,467.08	\$ 9,824.20
Serving Young Children	\$ -	\$ 355.50	\$ 275.00	\$ 80.50
Drug Free Schools - 2003	\$ 5,808.00	\$ -	\$ 5,551.26	\$ 256.74
Drug Free Schools - 2004	\$ -	\$ 7,183.00	\$ 19,493.60	\$ (12,310.60)
Title V - 2003	\$ 6,728.00	\$ -	\$ 6,227.56	\$ 500.44

Account	Balance June 30, 2003	FY2004 Receipts	FY2004 Expended	Balance June 30, 2004
STATE GRANTS				
Words not Weapons	\$ -	\$ 10,000.00	\$ 2,674.00	\$ 7,326.00
Summer Academic Support - 2004	\$ -	\$ 11,775.00	\$ 11,775.00	\$ -
Chelsea Health Grant	\$ (369.90)	\$ -	\$ 0.10	\$ (370.00)
Foundation Reserve	\$ -	\$ 200,000.00	\$ -	\$ 200,000.00
Academic Support Services - 2003	\$ 378.00	\$ -	\$ -	\$ 378.00
Academic Support Services - 2004	\$ -	\$ 10,150.00	\$ 10,150.00	\$ -
Bullet Proof Vest Reimbursement	\$ 2,258.70	\$ 785.00	\$ -	\$ 3,043.70
Community Policing Grant - FY03	\$ 49,527.25	\$ 9,615.48	\$ 58,760.25	\$ 382.48
Community Policing Grant - FY04	\$ -	\$ 126,089.00	\$ 93,336.18	\$ 32,752.82
Elder Health & Services	\$ -	\$ 46,389.35	\$ 27,299.64	\$ 19,089.71
Arts Lottery Commission	\$ 6,428.69	\$ 4,080.00	\$ 6,698.11	\$ 3,810.58
Library Grant	\$ 22,026.36	\$ 24,334.50	\$ 8,914.85	\$ 37,446.01
Watch Your Car	\$ 675.00	\$ -	\$ -	\$ 675.00
Emergency Management Certification	\$ -	\$ 150.96	\$ 150.96	\$ -
Formula Grant	\$ 23,228.05	\$ 20,000.00	\$ 20,604.36	\$ 22,623.69
Chapter 90 - Highway	\$ (372,365.00)	\$ 682,351.30	\$ 299,969.22	\$ 10,017.08

Town of Saugus						
Enterprise Funds - Annual Report						
June 30, 2004						
Account	Balance June 30, 2003	FY2004 Receipts	FY2004 Expended	Transfers In / Out	Balance June 30, 2004	
Kasabuski Arena	\$ (74,863.00)	\$ 482,415.38	\$ 666,245.97	\$ -	\$ (258,693.59)	
Sewer Fund	\$ 54,290.00	\$ 2,392,011.66	\$ 1,958,571.66	\$ (510,624.00)	\$ (22,894.00)	
Water Fund	\$ 87,095.00	\$ 3,150,178.72	\$ 2,516,994.04	\$ (619,605.00)	\$ 100,674.68	

Town of Saugus					
Capital Projects Fund - Annual Report					
June 30, 2004					
Account	Balance June 30, 2003	FY2004 Receipts	FY2004 Expended	Balance June 30, 2004	
Capital Improvement - 1995	\$ 548,732.61	\$ -	\$ 166,066.93	\$ 382,665.68	
New Veterans Memorial School	\$ 4,070.83	\$ -	\$ 3.43	\$ 4,067.40	
Police Firing Range	\$ -	\$ 219,140.00	\$ -	\$ 219,140.00	
Storm Drains	\$ 479,741.76		\$ 65,674.60	\$ 414,067.16	
Kasabuski Arena Renovations	\$ 380,834.43	\$ 957.22	\$ 425,716.55	\$ (43,924.90)	
MWRA Water Pipeline	\$ 1,405,035.58	\$ -	\$ 393,310.61	\$ 1,011,724.97	
Saugus River Dredging Project	\$ -	\$ 143,202.87	\$ -	\$ 143,202.87	
Mass Water Pollution Abatement	\$ 40,874.80	\$ -	\$ -	\$ 40,874.80	
Main Street Pumping Station	\$ 420,000.00	\$ -	\$ 246,626.68	\$ 173,373.32	
Sewer Rehabilitation	\$ 495,908.86	\$ 64,720.00	\$ 560,665.86	\$ (37.00)	
Cliff Rd & Anderson Way -Sewer	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00	
Briggs Court & Oakhill Rd-Sewer	\$ -	\$ 130,000.00	\$ 8,585.00	\$ 121,415.00	
Hamilton St Safety Improvement	\$ -	\$ 104,450.00	\$ -	\$ 104,450.00	

Town of Saugus				
Changes in Debt Service				
For The Year Ending June 30, 2004				
Balance	Issued This	Retired This	Balance	
June 30, 2003	Fiscal Year	Fiscal Year	June 30, 2004	
\$ 32,706,123.00	\$ -	\$ 2,442,744.00	\$ 30,263,379.00	



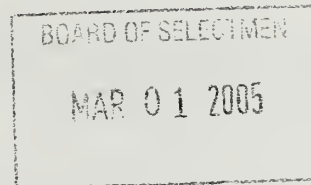
Saugus Fire Department

27 Hamilton Street
Saugus, Massachusetts 01906
Phone: (781) 231-4164 • fax (781) 231-4158



James L. Blanchard
Chief of Department

Captain Daniel McNeil
Fire Prevention Bureau
Captain Thomas Nolan



To: Honorable Board of Selectmen

Re: 2004 Fire Department Annual Report

The year 2004 began with only 1 Engine Company and 1 Ladder Company responding to service the Town of Saugus. When fire department overtime funds were depleted there was no additional funds therefore reducing the staff necessary to maintain all of the department apparatus. This situation continued through June 2004 and the Essex Street Station reopened on July 1, 2004 under the new fiscal budget.

During the calendar year the Saugus Fire Department responded to 3881 incidents. A breakdown of responses by category is included in this report.

As of May 1, 2004 the department had a change in leadership. After 30 years of service to the Town of Saugus Walter Newbury retired after serving as Chief of Department for over 12 years. In addition to the retirement of the chief, Captain Bill O'Malley retired as Fire Prevention Officer/Arson Investigator after 36 years of service to the Town. above Effective May 1, 2004 Captain James Blanchard was promoted to Provisional Fire Chief. Due to the above retirements other promotions were made. Lieutenant Nolan was promoted to Captain in Fire Prevention, Firefighter Rizza was promoted to Captain on Group 2, Essex Street Station and Firefighter Porter was promoted to Lieutenant in Group 3, Central Station. Three additional firefighters were hired in replacement of the retirees.

Training:

Drills conducted in Rapid Mass Decon, Fire Attack and GasCommand along with other departmental training such as the annual EMT refresher. Special classes are conducted with firefighters on probation.

The Fire Department was awarded a grant in the amount of \$82,000 from the Homeland Security Grant specifically for operations and firefighter safety. Classes will begin in 2005.

Around Town:

The Democratic National Convention heightened the security alert throughout the metropolitan area. Fire and ambulance coverage was placed at the DPW building during this event for safety reasons.

"SMOKE DETECTORS SAVE LIVES"



Saugus Fire Department

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James L. Blanchard
Chief of Department

Captain Daniel McNeil
Fire Prevention Bureau
Captain Thomas Nolan

The fire department attended and participated in the annual Memorial Day Observance, Candlelight Vigil for POW/MIA, 9-1-1 Memorial Service, Veterans Day Observance, Christmas Stroll and Christmas Parade.

The SAFE House was parked on Taylor Street and operated by Firefighters at Founders Day 2004. The SAFE House is an educational tool to teach children what to do when their house is on fire as the SAFE house actually fills with smoke.

Firefighters were also on hand at the Touch-a-truck program at Founders Day.

Fire Prevention Month is October at the Saugus Fire Department and statewide it is a specified day in the month of October. This event has been sponsored by Papa Gino's providing free pizza and soda to all who attend. This year's theme was Test Your Smoke Alarm.

Firefighters Serve in Iraq

Firefighters Gregory Cinelli and David Springer are serving our country in Iraq. Firefighter Dave Springer returned to duty on October 24 and Firefighter Cinelli will return in January 2005. We are proud to have them as members of the Saugus Fire Department.

Fire Prevention:

The Fire Prevention Bureau continues to work on projects to protect life and property in the Town, through inspections, enforcement and education. A report from fire prevention is enclosed.

Respectfully,

A/Chief James L. Blanchard

"SMOKE DETECTORS SAVE LIVES"



James L. Blanchard
Chief of Department

Saugus Fire Department

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Captain Daniel McNeil
Fire Prevention Bureau
Captain Thomas Nolan

Fire Prevention Annual Report 2004

Among Fire Prevention's responsibilities and duties are enforcing State and Local Codes, plan reviews and commercial and residential inspections. Fire Prevention also investigates all complaints of fire code violations.

All commercial building plans are first sent to Fire Prevention for our approval and then submitted to the Building Inspector for final approval. Some of the projects we have worked on this year are:

- The DSW store.
- Dunkin Donuts on Lincoln Ave. and on Route 1 South
- Krispy Kreme
- White Hen Pantry, RE Max, and Shaping Zone at Gogliano's Plaza
- York Ford
- Famous Footwear
- Burger King
- East Manor
- Kohl's
- Avalon at Stevens Pond
- Mount Pleasant Development
- Twin Springs Development
- Oak Point Village Development

All construction plans must be reviewed and stamped by the fire Dept. showing proper fire alarm and sprinkler protection.

Commercial construction requires proper placement of smoke detectors, emergency lighting, exit lights, fire extinguishers and sprinkler systems.

A follow up visitation for inspection is required before an occupancy permit is issued.

Fire Prevention also does site plan review of all proposed subdivisions and turns their recommendations into the proper boards.

Inspections of businesses throughout Town are conducted by the on duty Fire Fighters. Fire Prevention follows up these inspections if any code violations are found. When a business vacates a building we require the new tenant to upgrade their fire alarm system to the current state and local codes.

"SMOKE DETECTORS SAVE LIVES"



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Chief of Department

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Captain Daniel McNeil
Fire Prevention Bureau
Captain Thomas Nolan

To insure that homes are protected with smoke detectors, all homes sold or remortgaged must be inspected for proper smoke detector installation and tested.
At this time we also enforce the Town house numbering By-Law.

All public and private schools in Saugus were inspected prior to the beginning of the school year.
Fire drills are conducted in all schools as required by State Law.

Nursing homes and establishments with Inn Holders licenses i.e. hotels and motels, were inspected quarterly as required by State Law.
Fire Prevention also does quarterly inspections at North Suburban Dialysis, 124 Broadway.
All mental health facilities throughout Town are inspected at the request of the facility.

Throughout the year Capt. Nolan gives demonstrations to local businesses on fire safety and fire drills as well as the use of fire extinguishers.
Capt. Nolan along with on duty fire fighters also visits the elementary schools and instructs the children on fire drills at home and in the school. Stop Drop and Roll is practiced.

Capt. Nolan is also our arson investigator. All fires are investigated for cause and origin.

Fire alarm systems were shunted out and later put back in service on a regular basis, as required by private alarm companies or contractors.

Fire Prevention continues to complete and update our list of vacant buildings throughout Town.

All wood and pellet stoves are inspected for safe and proper installation. A permit must also be applied for.
With the passage of a new State Law legalizing unvented gas heaters in Massachusetts, Fire Prevention now must inspect all of these installations.
Fire Prevention must inspect all propane installations.

A permit to install or alter fuel oil burning equipment must be obtained from Fire Prevention and upon completion, an inspection is done to insure that 527 CMR 4(oil burner code) has been followed.

Per State Code, Fire Prevention must grant a permit and witness all underground storage tank removals to inspect for soil contamination and cleanup if necessary.

"SMOKE DETECTORS SAVE LIVES"



James L. Blanchard
Chief of Department

Saugus Fire Department

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Captain Daniel McNeil
Fire Prevention Bureau
Captain Thomas Nolan

All fuel oil trucks housed in Saugus must be inspected per MGL Ch 148 and 527 CMR 8.04.

The storage of flammable fluids and gases require a permit from Fire prevention.

All blasting conducted in Saugus requires a permit from the Saugus Fire Dept. The Fire Dept. investigates all blasting sites and plans to ensure that all local and State Codes are followed.

Fire Prevention continues to inspect all nightclubs and restaurants.

Fire Prevention has been working closely with Hayden Systems in an effort to correct and update the fire alarm systems in all Town owned buildings.

Since the passage of the new enhanced fire safety laws (Chapter 304 of the Acts of 2004) Fire Prevention and the Chief of the Fire Dept. have been working together to contact the establishments that may be affected by this new law.

Respectfully Submitted
Capt. Daniel McNeil
Capt. Tom Nolan
Saugus Fire Prevention

"SMOKE DETECTORS SAVE LIVES"

SAUGUS FIRE DEPARTMENT GROUP ROSTER 2004

A/Chief James Blanchard
 Capt. Dan McNeil – Fire Prevention
 Capt. Tom Nolan – Fire Prevention
 Donna Lawrence – Administrative Assistant
 Raymond Calder – Department Mechanic

GROUP 1	GROUP 2	GROUP 3	GROUP 4	
Capt. McQuaid	Capt. Sinclair	Capt. Johnson	Capt. Shea	
Lt. MacKenzie	Lt. Kaminski	Lt. Porter	Lt. Shannon	
FF. J. McQuaid	FF Schultz	FF Moses	FF Shipulski	
FF McQueen	FF McDermott	FF Littlefield	FF O'Neil	
FF Olsen	FF Penachio	FF Autilio	FF Ruszkowski	
FF Cross	FF Diflumeri	*FF Rea	** FF Phelan	
		*Imbrogna	*FF Deon	
**Lt. Hansen	Capt. Rizza	Lt. Hughes	Lt. Pozark	
FF Ragucci	FF Springer	FF Piscitelli	FF Drella	
FF Gannon	FF Newbury	FF Cinelli	FF Vinard	
** Injured				
		*academy		

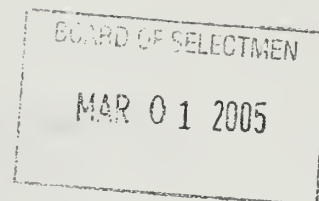
SAUGUS FIRE DEPARTMENT VEHICLES 2004

DESIGNATION	YEAR	MAKE	CAPACITY	CONDITION
ENGINE #1	2003	PIERCE	1250 GPM	EXCELLENT
ENGINE #2 (spare)	1985	PIERCE	1250 GPM	GOOD
ENGINE #3	1996	PIERCE	1000 GPM	EXCELLENT
ENGINE #4 (spare)	1988	PIERCE	1250 GPM	GOOD
LADDER #1	1988	PIERCE	95 FEET	GOOD
CAR #1 Chief's car	1992	FORD	Crown Victoria	Good
CAR #2 Fire Prevention	1994	FORD	Crown Victoria	Good
RESCUE BOAT/10'	1988	TRAILER & 5 HP NISSAN MOTOR		
JAWS OF LIFE	1988	AMKUS		GOOD
JAWS OF LIFE	1980	HURST		GOOD
RESCUE 1	1991	FORD	RESCUE	GOOD
MOTOR SQUAD (Mechanic truck)	1998	CHEVORLET	PICK-UP	EXCELLENT

2004 FIRE DEPARTMENT SURVEY
TOTAL RUNS : 3881

FIRES AND EXPLOSIONS		FALSE CALLS	
STRUCTURE FIRES	24	MALICIOUS, MISCHIEVOUS	15
OUTSIDE OF STRUCTURE	3	BOMB SCARE, NO BOMB	3
VEHICLE FIRES	24	SYSTEM MALFUNCTION	169
TREES, BRUSH, GRASS	70	UNINTENTIONAL	360
REFUSE FIRES	18	OTHER FALSE CALLS	4
EXPLOSIONS	0	OTHER TYPES IF CALLS	
OUTSIDE SPILL, leak w/fire	1	CAR ACCIDENTS	471
FIRE, explosion (not classified)	16	CARBON MONOXIDE CALL	13
OIL BURNER (blow back)	5	CO ACTIVATION- FALSE	16
AIR GAS RUPTURE	0	DETAILS	169
OVERPRESSURE RUPTURE	0		
RESCUE CALLS			
EMERGENCY MEDICAL CALLS	2081		
LOCK-IN	4		
EXTRICATION	3		
OTHER RESCUE CALLS	9		
HAZARDOUS CONDITIONS			
SPILL, leak, no ignition	83		
EXPLOSIVE, bomb removal	1		
EXCESSIVE HEAT	4		
POWER LINE DOWN	38		
ARCHING, shorted electrical equip	20		
AIRCRAFT STANDBY	0		
OTHER HAZARDOUS COND.	21		
SERVICE CALL			
LOCK-OUT	29		
WATER EVACUATION	10		
SMOKE, ODOR REMOVAL	2		
ANIMAL RESCUE	0		
ASSIST POLICE	2		
UNAUTHORIZED BURNING	1		
MUTUAL AID	38		
OTHER SERVICE CALL	2		
GOOD INTENT CALL			
SMOKE SCARE	36		
Vicinity alarm	1		
STEAM, for smoke	2		
Other Good Intent Calls	113		

*Office of the Superintendent
Saugus Public Schools
Annual Report*



2004 proved to be a very challenging year for the Saugus School Department. Because of the financial constraints faced by the town, the school department budget was cut from the previous year. As a result, many changes, both in and out of the classroom, had to be made. The most dramatic move occurred at the Belmonte School, which had to temporarily abandon the middle school concept and return to a junior high school. This change has worked in the short run, but an overwhelming amount of research indicates that the middle school concept, which breaks down a school into smaller groups and provides needed supports for the sixth, seventh and eighth graders, is more effective in educating students at this level.

Another department that was significantly impacted was the Pupil Personnel Service Department. Here the number of special educators at the secondary level was reduced, which led to an alteration in how services were delivered to students. The requirements of all the IEP's were met.

Average class sizes were increased at the high school because of a reduction in the number of teachers.

Outside of the classroom it became necessary to increase user fees and depend on private donations to maintain a full complement of activities and athletics. The school department is extremely grateful to all the organizations that helped raise money, including Wild Oats, Kelly's, Sears, and Square One Mall. The Saugus Chamber of Commerce sponsored an October Family Fest. The Saugus Players and the school drama department collaborated on a production of The Music Man, which was truly outstanding. Because of the generosity of Attorney Jim Gregson, the senior class benefited from the Red Sox going to the World Series. Mr. Gregson donated two tickets to one of the series games for the class to raffle as a fundraiser. When all was said and done the class realized over \$20,000.

Budgetary constraints aside, the school department continued to move forward. A very notable achievement was the completion of a five-year strategic plan. This document, which will be used to govern the school department, is the result of the hard work of parents, teachers, and administrators who met at the Roby School on Saturday morning. The primary team consisted of Bill Amorosi, Karen Cote, Patricia DeMars, William Dembro, Linda Gaieski, Patricia Johnson, Kieran Joyce, Lisa King, Keith Manville, Judith Masucci, Judith Mulligan, Charles Naso, Nancy Nichols, Jane Osgood, Rita Paglia, Roger Sacilotto, Kathleen Sweezey, Thomas Raiche, Carol Wagner, and Christine Wilson. Over 30 other people worked on the document at one time or another. The report, copies of which are available at the school administration building, includes a vision and mission statement, and six strategic goals.

The Vision Statement is as follows: *A place of excellence where children are able to achieve their full potential.*

The Mission Statement reads: *The mission of the Saugus Public Schools is to educate, challenge and empower students to be life-long learners and to achieve excellence with integrity in the 21st century as productive, caring and contributing members of society.*

The strategic goals include dealing with building issues, increasing community awareness of all aspects of the schools, improving student achievement, maintaining a culture of trust and mutual respect for everyone, maximizing technology, and increasing program offerings for students and parents.

MCAS scores, especially at the high school, continued to move towards the goal of having all students scoring in the proficient rating in English and math by 2014. At the middle level, the scores in math continued to be flat. Saugus, as well as the rest of the Commonwealth, began to look at the teacher's math knowledge as a possible cause. In order to combat this, Saugus joined with Malden and Revere in writing a grant with MassInsight Education that allows teachers to take graduate level math courses through Lesley University at no cost. Several Saugus teachers, working in grades 5 through 9, are taking advantage of this opportunity.

Other professional development has been provided to special educators in the English/Language Arts curriculum. This should help deal with the problems experienced with the district's scores under the *No Child Left Behind* law. There have been many other workshops attended by the faculty and staff throughout the year.

The school department benefited from some changes in the way the state reimbursed districts for special education costs. It was anticipated that the rate of reimbursement would be 30% and, in fact, it was 70%. The district was also helped by a change in the way the state housed homeless families. Under the McKinney-Vento Act, a child who was declared homeless was given the option of attending school in the city or town where the family had been placed, or returning to his or her original district. If the child chose to return to the original district, then the two school departments involved, the one where the student was actually living, and the one the student came from, had to figure out a way to split the cost of transportation. Each district had to fund these costs internally.

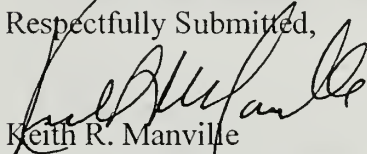
Up until August, 2004, the state chose to house many homeless families in the motels on Route 1. The resulting transportation cost the schools \$150,000. In August, a decision was made to house the homeless families in shelters, not motel rooms. By the time school started in September, there were no homeless families from other communities living in Saugus. This resulted in most of the anticipated transportation costs being eliminated.

The money realized by these two savings has been spent on other, non-recurring, costs, such as textbooks and supplies.

June, 2004, saw the retirement of several long time educators from the Saugus Public Schools. Mike Tanen, who had been the principal of the Lynnhurst School for many years, retired and has been succeeded by John Macero. Other retirees include Beverly Averback, B.J. Boland, Mary Ann Bradbury, Susan Calnan, Joyce Capitao, Marilyn Carlson, Brenda Connolly, Nancy Davis, Paula Fish, Josephine Gill, Priscilla Gurney, Barbara Lynn, Geraldine MacCuish, Mariane McHugh, William Rosser, Maureen Sullivan, Madeline Tanen, and Judy Wormstead. Dana Giunta, a long time clerk at Saugus High School also retired.

The strongest part of the school department continues to be its people. Administrators, teachers, aides, custodians, clerks, and food service workers all dedicate themselves to providing the best education possible for the students. Children attending the schools find themselves in a safe and caring environment. This can only benefit the learning process.

Respectfully Submitted,



Keith R. Manville
Superintendent of Schools

Lynnhurst School

Annual Report
2004

Two Thousand and Four was a very successful year at the Lynnhurst School in terms of academic achievement as well as the many social and culture activities that we were able to provide for our students.

Two Thousand and Four's theme for the Lynnhurst School was change. Mr. Michael Tanen, Principal, retired after 36 years of public service to education and the Town of Saugus. Upon his retirement in June the PTO requested and was approved by the School Committee, to have the Library dedicated in his honor. Mrs. Barbara Lynn long time Kindergarten teacher retired as well in June.

Mr. John Macero, Fine Arts Director, was appointed Principal of the Lynnhurst School to replace Mr. Tanen, starting in July. Three new staff members joined the Lynnhurst school in September. Kindergarten, Mrs. Lois O'Connell, First Grade, Ms. Joanne McArdle, and Third Grade, Miss. Johanna Wise.

Our School Council was elected and met regularly to accomplish the educational goals set forth in the Education Reform Act of 1993.

Other successful programs were our Read At Home Program, Savings Makes Cents Program, our Annual Spelling Bee, and Geography Bee, After School Enrichment Programs, Summer Reading Program and our four day trip to Merrovista Youth Outdoor Education Center for grade five.

The voluntary Read-At-Home Program encourages all of our students (and parents as well) to read during their free time and rewards them monthly with small prizes or certificates for a personal size pizza provided by our PTO and Prince Pizzaria.

This year, in conjunction with the Saugus Bank, we continued the Savings Make Cents Program that is endorsed by our State Treasurer. Each child in grades two through five was offered the opportunity to open their own savings account. We opened the bank on the second Wednesday of the month (complete with a teller provided by the Co-op) so that each child could make a deposit. This is a wonderful method for children to foster the savings habit.

Each winter our teachers hold elimination rounds to determine who will be among the thirty finalist in our Annual Lynnhurst Spelling Bee. The winner of this contest goes on to compete in the Lynn Item sponsored regional bee at Lynn City Hall Auditorium, and possibly on to the Nationals in Washington D.C. This year Becky Heathman, a fifth grader, represented Lynnhurst School and remained competitive into the later rounds before being eliminated. We were very proud of her.

This past season, we changed our outdoor education trip from Horizons for Youth in Sharon, MA to Merrovista Education Center in Center Tuftonboro, NH. Merrovista was huge success for all our 5th graders who attended. There is nothing like living in a cabin for a week and learning with them for an educator to get to know their students and vice versa.

Each summer, with the help of our Reading Teacher, Mrs. Susan Cronin, we continued our Required Summer Reading Program. Each child was provided with a grade level suggested reading list and was responsible for reading four books and completing a small project. This allows the children to return to school in September without the usual loss of skills that we previously found.

The After School Enrichment program, sponsored by the PTO is an overwhelming success. Three six -week course offerings are held throughout the school year. Classes that are offered differ from Spanish to Sportsarama, Acting to Golf, Girl Power to MCAS Prep work and Homework and Babysitting Club courses. Students who participate attend class from 2:45 – 3:45. The students love it.

On the other side of the coin, from a social view-point, I would point to our series of cultural programs, our Student Council, Community Service and our Field Day as major successes.

Some of our more memorable PTO sponsored cultural events were: Christopher Poulos Ind. –Anti Bullying Program, Tribal Rhythms, featuring the whole school playing instruments at once. Wenhem Museum Colonial Household, introducing colonial times to our 3rd graders, and finally every student attended the Polar Express movie, at the new Jordan's Furniture IMAX Theatre in Reading.

For the sixteenth year in a row we had a very active Student Council elected from the membership in grades three through five. We have a full slate of officers as well as representatives from each classroom. Some of the worthwhile activities in 2004 were, A wonderful sendoff to retiring Principal Tanen, A Thanksgiving food drive to benefit a local food pantry, a clothing drive for the homeless, the Daffodil Days fund raiser for the American Cancer Society, and the complete operation of our student store.

Our Twenty second Annual Field Day took place in late May with over seventy-five volunteer parents working to provide a fun-filled day of activities for our entire students body. The day was very successful.

Oaklandvale School

The year 2003-2004 can be characterized as a time of transition for the Saugus elementary schools. The Ballard and Evans Schools were closed. The district lines were redrawn to create new neighborhoods for the remaining four elementary schools. Students who were once members of the Lynnhurst or Waybright communities are now donning *Oaklandvale Rocks* T-shirts. The Oaklandvale School was very fortunate. No Oaklandvale family was relocated to another school. The redistricting plan only expanded our borders.

New families were welcomed into the Oaklandvale School Community. Everyone adjusted. The P.T.O. made way for new members, new ideas, and new goals. The faculty made way for new colleagues, a new principal and a new custodian. The students made way for new teachers, new friends and new events. We became a blended family of sorts, seeking common ground in the midst of our differences.

There were many opportunities to mix things up and get to know each other better. Over the course of the year we planned book fairs, food drives, readers' days, crazy hats days, coat collections, seasonal concerts, scavenger hunts, art fairs, variety shows and more. We celebrated Dr. Seuss's 100th birthday, Incredible Kids Day, and teacher appreciation day, too. We participated in after school programs that made us actors, singers, musicians, artists, and fluent in Italian – Sono buonissimi! Fifth graders traveled to Merrowvista Education Center in Tuftonboro, New Hampshire to experience science curriculum concepts first hand.

Although the Oaklandvale community engaged in gestures of generosity and frolicked in festivities for fun, we never lost sight of our reason for being – improved student achievement. The Oaklandvale Community carefully reviewed MCAS results, aligned their curriculum with the Massachusetts Curriculum Frameworks and evaluated instructional practices to improve student performance. In an effort to address our desire to improve MCAS scores, to provide parents with a means of helping their children become better prepared for the test and to fill the gap left when Title I math and reading services were removed from the Oaklandvale School, we identified an on-line program called Study Island. It offers MCAS test questions for third grade reading, fourth grade math and ELA, and fifth grade science and technology. Students are able

The Saugus Public School System does not discriminate on the basis of race, color, religion, sexual orientation, national origin, age, gender or handicap in admission to, treatment in, or employment of its programs and its activities.

to access the program from anywhere – home, school, the public library or grandma's house. As well, Mrs. Sullivan's fund raiser for the Saugus Public Schools generated over \$20,000. Oaklandvale School applied for enough money to pilot a new science program in the fourth and fifth grades.

The Saugus Public Schools' Strategic Plan acknowledges the importance of creating a culture of trust, mutual respect, and acceptance for students, parents and staff. Oaklandvale families acknowledge that academics and social behavior are profoundly intertwined. With each student's rights comes the responsibility to be a contributing member of the school community. There are two rules that guide daily behavior – be safe and treat others as you want to be treated. The Oaklandvale staff helps students build a sense of community each day.

Another form of community building occurred between the schools and local businesses through the Adopt-A-School Program. Prominent members of the business community banded together to enhance the educational opportunities of Saugus students and teachers. John Smolinsky, President of the Saugus Federal Credit Union, adopted us. He teamed up with Hilltop, American Printing, Perfect Party, and Rossetti Insurance to make the Oaklandvale School a better place to learn and play. They provided Oaklandvale students and teachers with a breakfast of green eggs and ham on Dr. Seuss' 100th birthday. Members of the business community read Dr. Seuss books to all of the Oaklandvale students. Field day was a monumental event! It began like the Olympic Games complete with runners and torch. The Hilltop Chuck Wagon provided lunch for all. Perfect Party added games, slush and pop corn. Rossetti Insurance, Hilltop and the Saugus Federal Credit Union incurred the cost of the event. **EVERYONE HAD A BLAST!** We continue to look forward to future endeavors with our newly adopted *Friends of Oaklandvale School*.

All of us at Oaklandvale School who share the responsibility for children are in the unique position of daily witnessing the promise and joy that they can provide. We celebrate the presence of children among us!

Respectfully submitted,

Dr. Kathleen M. Stanton
Principal

VETERANS MEMORIAL SCHOOL

2004 - 2005

In its fourth year, the new Veterans Memorial School offers educational opportunities for students in Pre-K through grades 5 with extensive services for students with special needs. A combination of teachers and support personnel deliver services to a student population of almost 700 students. The Veterans School is a member of two collaboratives which bring outside services to many of these students within our school.

Many Professional Development opportunities for teachers and staff take place at our facility as it is the newest and most up to date in the district. We are proud of our multimedia capabilities and internet access throughout our school. The internet is available in every room in our school. We also have multimedia presentation technology available to us including projector TVs, stand alone TVs with internet in each classroom.

Our P.T.O. is very active in providing funds and services that are not provided in the regular school budget. This years members have worked diligently in promoting book fairs, teacher appreciation luncheons, field days and a wide range of art and music productions.

We are proud to be part of the homeland security network through the A.W.S.com weather service. Having our own weather station, we have provided real time weather to the network for up to date analysis for the fire department and the D.P.W.

The Veterans Memorial School has become a year round school in the sense that it programs events throughout the year providing students with educational and athletic venues. The Youth and Recreational Department has held a summer program at the Veterans for several years. A special education program is also available in the summer months providing services for students in order that interruptions to their learning does not occur.

The Veterans Memorial School Improvement Council surveys parents and teachers annually to determine the needs of the school within the community in order to maintain the very highest standards.


The Veterans School continues to support many social concerns. Most recently the Veterans School raised over \$4,000 to aid the Tsunami Relief Association of UNICEF. Over the past year the Veterans students and staff have raised funds for diabetes, breast cancer, and autism. The walk for diabetes raised in excess of \$16,000.

Annual activities include the Art and Book Fair, family pasta dinner, holiday shopping and the Christmas Stroll.

The Pre-K - K students at Veterans continue to learn sign language along with many new and exciting educational programs. Our school prides itself in its rich programs to reach a diverse and varied student population.

The Birthday Book Club continues to add volumes to our library which now boasts 14,000 volumes. The Veterans Memorial School has the very latest technology and state of the art computers. With a very dedicated staff and parental involvement, the Veterans School remains an exciting place for children to learn.

Respectfully submitted,



Victor J. Leone, Principal

**Waybright School
25 Talbot Street
Saugus, Massachusetts 01906
2003-2004**

The Waybright School built in 1965 is located on the cul-de-sac at the end of Talbot Street. The school services children and accommodates students from kindergarten through grade five. The school's success can be directly attributed to the strong partnership that exists between school staff and parents. The Waybright School has sixteen teachers, five teacher aides and paraprofessionals and several parent volunteers. This unified effort of teachers and parents help create a nurturing environment for all students at the Waybright School. The Waybright School Building Council is the chief management group of the school consisting of Mr. Fauci, principal, three teachers and four parents. One of the fifth grade classes is funded through a class reduction grant thus affording a smaller student/teacher ratio.

A strong partnership also exists between the Waybright School and the business community. Both Wheelabrator (formerly RESCO) and Koowloon restaurant have "adopted" the school and provide resources that provide the students with many wonderful opportunities. The school also continued to provide the opportunity for the students to take part in a saving program. This effort is done in collaboration with the Saugusbank. All of these initiatives demonstrate the benefits of a strong partnership between schools and the business community.

The beginning of the school year provides parents with the opportunity to meet their child's teacher. A large turnout of parents greeted teachers at Curriculum Night. This night gives parents an opportunity to meet their child's teacher and to become aware of grade level expectations. Open house is another opportunity for parents to observe a typical school day.

October found our students taking their annual Halloween Parade to our senior neighbors at Heritage Heights. The fire department visited the school and did an important lesson on fire safety. November found us opening our doors to many parents and friends to observe the students in this classroom. This annual event coincides with National Education Week.

Much of the school year finds our students and teachers working diligently in preparation for the state MCAS test. This effort reaped wonderful dividends in that the school's scores showed marked improvement.

Spring time finds our fifth graders going on their annual environmental trip. This was the school's first year at Merrowvista Education Center, located in Tuftonboro, NH. This program engages the students with a "hands-on" science curriculum. Also, our school auditorium was filled with the sounds of music as we held our spring concert.

**Waybright School
25 Talbot Street
Saugus, Massachusetts 01906
2003-2004**

The last month of the school year was also extremely busy. Moving on ceremonies, an appreciation breakfast for parent volunteers, field day, and Flag Day activities were events enjoyed by all. Taylor Perry was named Waybright School's "Student of The Year". The school also saw Mrs. McHugh retire after 35 years of dedicated service to Saugus children.

Let it be said that the wonderful opportunities that are afford to our students would not be possible without the unified efforts of the faculty and parents. I would like to thank the staff and parents for their continued involvement in our school. The students are the beneficiaries of their dedication.

Respectfully submitted,

John A. Fauci

Belmonte Middle School

2004

Vision Statement

The Belmonte Middle School will advance the intellectual, social, emotional and physical development of all its students. Faculty will recognize the skill levels, learning styles and uniqueness of its students while servicing each individual's needs within an environment that promotes success for all students.

Faculty, students, families and the community will be actively involved in the educational process to create a safe, supportive environment where students are motivated to learn and believe that success is attainable.

Everyone will honor and respect the differences and uniqueness of each individual while developing a sense of responsibility toward themselves, their school community and the community at large.

The Belmonte Middle School will be a school where both students and faculty come together as a community of life-long learners. Students will learn **how** to learn. They will leave middle school with the knowledge and the tools necessary to confidently meet the challenges of high school and beyond.

Annual Report

The teachers have worked diligently during the past year to make sure that our curriculum is in line with the Massachusetts Curriculum Frameworks. Teachers have also worked on pacing guides in order to standardize the instruction within each classroom. We have again made progress in improving our Massachusetts Comprehensive Assessment System (MCAS)

test scores. Math is our priority and many of our teachers are involved in a professional development program through Leslie University. The training is intense and will provide our students with enhanced instruction.

Despite the fact that we have lost 20 staff members to budget cuts over the past 4 years, we have maintained a standard of excellence through creative scheduling and keeping class sizes relatively small. One casualty of the budget cuts is the middle school concept that promotes the teaming of students in small groups. We hope to bring this concept back in the very near future.

We were able to purchase badly needed new texts in grade eight in the areas of Science, Math and Social Studies. Also, we were able to replace the Science books in grade seven. With these purchases, our text book inventory is now up to date in almost all instructional areas. These new texts enable the teachers to provide the highest quality instruction.

Along with having an outstanding teaching staff, we are very fortunate to have parents that are actively involved in the school. They have helped us with many of the fund raising events such as the candy sale, the magazine drive and the book fairs. They help run the school store and volunteer to keep our school library open. The parents are the backbone of the school and are very supportive of the school and its vision.

Our students have achieved many honors and distinctions over the past year. More than two hundred students received bronze, silver or gold medals for academic achievement during our "Scholars of the School" ceremony. During the same ceremony, ten students received bonds for outstanding scholarship in several areas. This ceremony is now referred to as our "night of excellence".

The following are a sampling of some of the events and happenings at the school:

- The “Star of the Month” coordinated by Mr. Charles Naso, assistant principal, in which students are honored for good deeds done around the school
- The “Moving On” ceremony where almost 300 students in grade 8 were graduated to high school
- The award winning band, chorus and jazz band – Each winning gold or platinum at their competition
- The “Jump up and Go” grant and “Red Ribbon” week in response to the At-Risk survey showing that our students need more instruction and assistance to help them combat the temptation of drugs and alcohol
- The Spelling Bee run by Mrs. Linda Gaieski and Mrs. Nancy Kupfrian
- The award winning posters submitted to the Lions Club by Mrs. Erika DeFeo on behalf of her students
- The talent show and the musical “Rock and Roll” which displays the outstanding stage talent that many of our students possess under the direction of Mr. Bernie Sacco
- The “Kids to College” program under the direction of Mrs. Loraine Lackey
- The “Model United Nations” program under the direction of Mr. William Burke
- The canned food drive to benefit the Saugus Food Pantry where the students donated over 4000 cans under the leadership of Mr. John Carmilia and Mr. John Anno
- The Peer Mediation program under the direction of Mrs. Maureen Lueke
- The Career Awareness program which exposes students to different career paths under the direction of Mrs. Maureen Lueke and Mrs. Nancy Kupfrian
- The monthly meetings of the Parent Advisory Board, the School Building Council and the parent coffee hosted by Guidance
- The track team, field hockey team, the boys and girls basketball teams all enjoying competitive and successful seasons with, hopefully, starting a golf team and baseball team in the near future

SAUGUS HIGH SCHOOL

2004 ANNUAL REPORT

JANUARY, 2004

Early release day was on January 15 where teachers attended professional development activities.

Eighth grade open house was held for all prospective students. The administration and specialists gave presentations.

Our guidance staff sponsored a Financial Aid Workshop.

FEBRUARY, 2004

SHS Drama Club presented a festival of student directed plays. These one act plays have been in rehearsal since November.

Report cards were distributed for quarter 2.

Saugus High School students participated in Shadow Day.

The guidance department began meeting with students regarding scheduling for the 2004-2005 school year.

MARCH, 2004

SHS held Open House on March 18th for parent/teacher conferences.

MCAS re-test were administered to students in grades 11 and 12.

Early release day was on March 16 where teachers attended professional development activities.

The Saugus High School Varsity Hockey Team won its second consecutive Division 2 State Championship.

APRIL, 2004

MCAS Language Arts for the Class of 2006, was held the week of April 2nd.

Report cards were distributed for quarter 3.

The Junior Prom was held on Friday, April 2nd at the Georgetown Country Club.

MAY, 2004

The Saugus High School Parent Advisory Board sponsored *Teacher Appreciation Day* on Wednesday, May 5th.

MCAS examinations and Advanced Placement exams were held this month.

Our Senior Prom was held on Friday, May 14th at the Danversport Yacht Club. The post prom was held on the Odyssey in Boston.

A senior class breakfast was held in conjunction with the last day for the senior class.

JUNE, 2004

Senior Activities were held during the week of June 1st.

Graduation for the Class of 2004 was held on Saturday, June 6th.

The Class of 2004 Profile:

Four year colleges	59%
Two year colleges	28%
Military	1%
Work	2%
Undecided	7%

Report cards were mailed home for quarter 4.

AUGUST, 2004

Freshman orientation was held with the help of the student council, national honor society members and peer mediators.

Saugus High School holds a Fall Sports Sign-up night.

SEPTEMBER, 2004

Our school year opened very successfully with an enrollment of 916.

New teachers to Saugus High School:

Seth Minkoff	Jessica Clifford	Matt Duncan
Meghan Ordway	Jamie Woida	David Jones
Jeff Fox	Mark Miller	Chista Corricelli

Dorothy Kiley Bonnie Scott returned from the middle school.
Cheryl McBride was appointed the new Junior Clerk
Maureen Lenihan was appointed as the new Assistant Principal
John Nicolo was appointed Athletic Director

Saugus High School held a Parent Information Night on September 14th.

OCTOBER, 2004

Saugus High School held a "Welcome Social" for new staff members this month.

Our Student Council collected for the Susan G. Komen Breast Cancer Fund.

The Saugus High School Guidance sponsored a Senior Parent Night for parents of grade 12 students, planning to attend college.

NOVEMBER, 2004

The Lions Club sponsored the annual Thanksgiving Day Banquet at Prince of Pizza.

The Saugus High School Student Council collected food for the local food pantry.

The Color Day pep rally was held on Wednesday, November 24. Following tradition, the Saugus High School football team played against Peabody High School on Thanksgiving Day.

DECEMBER, 2004

The Massachusetts Department of Education announced that 49 Saugus High School students were eligible for the Abigail Adams Scholarship due to their outstanding scores achieved on the MCAS Exam.

Our Parent/Teacher Open House was held on Thursday, December 2nd.

The new members of the National Honor Society were selected with the induction ceremony scheduled for January 2005.

Eighth grade open house was held for all prospective students. The administration and specialists gave presentations.

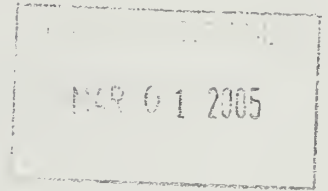
Our band and chorus performed a wonderful holiday concert on Thursday, December 23rd.



TOWN OF SAUGUS

ASSESSORS OFFICE

298 CENTRAL STREET
SAUGUS, MASSACHUSETTS 01906



DR. FREDERICK J. WAGNER, *Chairman*
PAUL F. D'OLIMPIO, *Member*
MICHAEL J. MURPHY, *Member*

ASSESSOR'S FY 2004 ANNUAL REPORT

The Board of Assessors updated all property values in the Town of Saugus for FY2004. The values met State standards and were certified by the Massachusetts Department of Revenue. The average single family property value increased by 14% with an average tax increase of \$89.44. The average single family value is calculated at \$300,651.

There was special tax classification legislation pending in December, which caused the town to mail third quarter estimated tax bills. In January 2004, Chapter 3 of the Acts of 2004 was enacted. This new legislation expanded the maximum tax levy shifts allowed under G.L. Ch. 58 Sec. 1A for classification in fiscal years 2004 thru 2007. At a public hearing was held in March 2004 the Board of Selectmen took advantage of this new legislation and selected a minimal residential factor of 77.7786% which created a shift in the tax burden of 191.976% to the commercial class. This resulted in a substantial tax savings to the residential class for FY 2004. The Board of Assessors received a tax rate approval from the Department of Revenue certifying the Residential rate at \$8.63 and the Commercial, Industrial, Personal Property rate at \$21.30.

FY2004 LEVY LIMIT CALCULATION

FY03 Levy Limit	\$34,499,260
X 2.5%	862,482
+ New Growth	<u>575,565</u>
FY2004 Levy Limit	\$35,937,307
Debt Exclusion	<u>307,792</u>
Total With Debt Exclusion	\$36,245,099

TAX RATE SUMMARY -- FISCAL 2004

Total Estimated receipts and other revenue sources	23,204,278.86
Net amount to be raised by taxation	<u>36,243,613.09</u>
Total amount to be raised	59,447,891.95

REAL ESTATE VALUATION

<u>Class</u>	<u>Tax Rate</u>	<u>Levy by Class</u>	<u>Valuation</u>
Residential	\$9.63	22,704,376.50	2,630,907,415
Commercial	\$21.30	9,890,954.50	464,350,550
Industrial	\$21.30	2,520,417.10	118,326,735
Personal Property	\$21.30	<u>1,127,865.00</u>	<u>52,950,982</u>
Totals		31,132,189.35	2,079,186,254

PERSONAL PROPERTY VALUATION INCREASE

Personal Property - Fiscal 2004	52,950,982
Personal Property - Fiscal 2003	48,736,026
TOTAL VALUE INCREASE	5,713,728

TOTAL REAL PROPERTY VALUATION INCREASE

Real Estate - Fiscal 2004	3,212,584,700
Real Estate - Fiscal 2003	<u>2,857,926,940</u>
TOTAL VALUE INCREASE	354,657,760

COMPARISON OF MOTOR VEHICLE EXCISE

Year	Number of Bills	Valuation	Amount
2002	28,123	146,905,306	3,067,630.83
2003	28,337	154,205,350	3,192,899.43

COMPARISON OF BOAT EXCISE

Year	Number of Bills	Valuation	Amount
2002	277	822,000	8,220.00
2003	277	822,800	8,228.00

STATUTORY PROPERTY TAX EXEMPTIONS

<u>Exemption Type</u>	<u>Number Granted</u>
Police & Fire Widows	4
Blind (Clause 37A)	29
Elderly (Clause 41C)	85
Widows (Clause 17D)	71
Veterans (Clause 22)	241
Veterans (100% Disabled)	37
Veterans (Paraplegic)	5
Veterans (Clause 22A, B, & C)	3
Total Exemptions	475

Total Tax Amount of Exemptions \$182,292.73

LOCAL EXPENDITURES

Appropriations	56,970,074.86
Tax Title	
Cherry Sheet Offsets	42,339.00
Snow & Ice Deficit	134,240.00
Total Expenditures	176,579.00
State & County Cherry Sheet Charges	1,855,419.00
Overlay (Allowance for Abatements & Exemptions)	445,819.09
Total Amount to be Raised	59,447,891.95

ESTIMATED RECEIPTS

Estimated Receipts from State	8,346,825.00
Estimated Receipts from Local	12,786,763.00
Revenue Appropriated for Particular Purposes	2,070,690.86
Total Estimated Receipts	23,204,278.86

BREAKDOWN OF LOCAL ESTIMATED RECEIPTS

Motor Vehicle Excise	3,166,204.00
Other Excise	5,000.00
Penalties & Interest on Taxes & Excise	201,695.00
Payments in Lieu of Taxes	338,260.00
Fees	452,445.00
Rentals/Boards	60,396.00
Departmental Revenue-Libraries	000.00
Departmental Revenue-Cemetery	92,626.00
Other departmental revenue	31,356.00

Licenses & Permits	973,691.00
Fines & Forfeits	150,226.00
Investment Income	360,958.00
Miscellaneous Recurring	234,368.00
Miscellaneous Non-Recurring	<u>1,156.00</u>
Total	6,068,381.00

Annual Report Community Development - 2004

The Community Development Department was awarded a Housing Rehab Grant in the amount of \$639,000 in September 2004.

Awarded \$70,000.00 Reimbursement Grant in November 2004, for the Department of Public Health Elder Services.

Awarded the Fire Department Homeland Security Local Preparedness Grant for \$12,820.00.

Awarded the Underground Storage Tank Petroleum Product Cleanup Fund for \$3,500.00 for the removal of the Tank located at the Lynnhurst Elementary School.

The Community Development Department is currently working on a FEMA Pre-Disaster Mitigation Grant Application for funding in the amount of \$525,000.00 to relieve the Shute Brook Culvert. Applied for the Seaport Advisory Council Grant \$35,000.00 for an engineering firm to study the problems at the Vitale Park docks. Currently working on updating the Open Space and Recreation Plan to be submitted in 2005. Working on getting an RFQ for Stocker Park Design.

Additional duties of the Community Development Department include:

Adopt - A- Site

Preparation for the startup of the 2004 Adopt-A-Site program where 20 municipal sites are maintained by business or volunteer groups which include seasonal displays, flower planting and routine maintenance. The Community Development Department is responsible for contacting vendors regarding their interest and availability in continuing to participate in the program. Locate and assign adoptees for available sites in the Town. Present citations at the annual recognition meeting with the Board of Selectmen. Monitor the various sites to the level of upkeep during the program seasons.

Farmer's Market

Correspond with the Archdioceses of Boston regarding the availability and insurance of the St. Margaret's parking lot for the location of the Farmer's Market. Correspond with the vendor about his availability and confirm the schedule of the their participation in the program. Notify local papers, cable TV, Senior Center to advertise the program. There is an increase of traffic flow in the Cliftondale area during the length of the Farmer's Market which is held every Tuesday from July through October.

Chapter 111-F M.G.L

Maintain and submit to Cook and Company all of the injury reports and medical bills for the Police and Fire department. Correspond with various medical facilities regarding employees on 111-F. Review, process and submit payment vouchers to the accounting department. Correspond with Cook and Company regarding medical bills, injury report, the MSC card program for Police and Fire.

Personnel

The Personnel Administrator advertised forth-two employment opportunities during calendar year 2004. Positions were filled in all departments including: Schools, Assessors, Inspectional Services, Senior Center, Youth, Library, Police/Fire, Treasurer/Collector and Department of Public Works.

The two busiest times for Personnel are the fall for the school department and the spring during open enrollment for both school and the Town. During the summer the Town of Saugus will hire additional young adults to work in the Department of PublicWorks, the Cemetery and Youth and Recreation Departments for a period of six to eight weeks. This coverage helps with vacation coverage as well as provides summer employment for the youth of our community.

Personnel Administrator is responsible for explaining the Town's benefits to all new hires as well as establishing personnel files for them. New employees, who are eligible for benefits, are provided with information on health, life, dental, Employee Assistant Program EAP0, and deferred compensation plan. The Town pays 90/10% on the HMO's and 65/35% on the Indemnity plan's for the medical coverage and 50% of the cost for the five thousand dollar Life insurance policy. The employee pays the remaining cost of these insurances and for any other insurance plan, which is selected.

The Personnel Administrator deals with the various Town Insurance Companies, MEGA, handles our workers compensation for the Town. Metroguard/Redland Insurance handles our liability, property, auto, and umbrella insurances. Our agent Douglas Cameron, is at Exchange Insurance and oversee all our coverage for the Town and School Department Insurance needs.

The annual Insurance Fair was held in the Town Hall on April 6, 2004 from 12:00 to 4:00 o'clock. The Town's insurance providers were all invited to participate in the fair. Also in attendance were the YMCA and Rt.One Racquet and Fitness Center, to encourage employees to take advantage of their fitness award from their medical coverage. Jean Poole who had a booth on the Alzheimer's Program. The fair was once again well attended by insurance providers, employees and retirees.

PURCHASING DEPARTMENT – 2004

The Purchasing Department is responsible for insuring that all procurements adhere to any and all Massachusetts General Laws, which may apply. It is our responsibility to assist each department within the Town in following such laws as the Uniform Procurement Law, which governs acquisitions and dispositions of supplies, services and property. Other statutory regulations, which affect Town projects are Public Works and Construction Laws.

All purchase orders are reviewed by the Purchasing Department to assure that all statutory and Town requirements have been met before they are fully processed through other necessary departments.

Throughout the year of 2004 the Town had many projects and procurements processed using the bidding or proposal method. Some items were solicited using quotes whereas other purchases were made using the Commonwealth of Massachusetts State bid list which is made available to all municipalities. In addition to these avenues for procuring goods and services the Town also participated in Consortium bidding along with several other communities to ensure that we received the lowest price possible.

As Purchasing Assistant, I participated in professional development seminars held by the Massachusetts Association of Public Purchasing Officials.

The following are some of the projects worked on throughout the 2004 calendar year. Police Department Firing Range, Generator Maintenance Agreement, Open Space & Recreation Plan, Gasoline, Ambulance Service, Hydraulic Lift, Office Supplies, Ballard Street Drainage, Re-facing of Old Police/Fire Station, Street Sweeping, Street Paving, Purchase Orders, Engineering Services, Road Salt, Chevrolet 3500, Road Sand, Surplus Vehicles, Heavy Duty Aerial Ladder, Property Appraisal, Ford Pick-up, Emergency Vehicle Traffic Signal, and Exterior Fire Alarm Maintenance.

The following Leases were also contracted within the same time period: Space at the Youth and Recreation Building, Space at the Senior Center, Land Lease at old DAV site Walnut Street.

**TOWN OF SAUGUS
COLLECTOR/TREASURER
FISCAL 2004**

MAR 02 2004

The role of the Collector/Treasurer's Office within the Town of Saugus is two fold. The Collector's Office is responsible for the collection of all taxes such as Real Estate, Personal Property, Motor Vehicle Excise, and Boat Excise as well as Water and Sewer user charges. To do this, the Collector's Office issues tax bills and water/sewer bills accordingly:

Real Estate Tax Bills	39,836 annually
Personal Property Tax Bills	2,472 annually
Water/Sewer Bills	17,650 annually
Motor Vehicle Excise Tax Bills	28,500 annually

In addition, during Fiscal 2004 the Town Collector recorded tax takings (liens) on 98 parcels.

The Treasurer's Office is responsible for receiving, recording, and investing approximately \$58m in funds resulting from the collection of taxes, water/sewer charges as well as other various types of fees collected by other Town offices. Those may include but are not limited to state receipts, grants, licensing and permitting fees, filing fees, violations, school lunch receipts, scholarships, or donations. The Treasurer reports all cash received to the Town Accountant who then uses that information in preparation of the Town's operating budget.

The following report outlines the total amount collected during Fiscal 2004 on accounts receivable as well as investment earnings.

Respectfully submitted,

Wendy A. Hatch
Collector/Treasurer

**TOWN OF SAUGUS
COLLECTOR**

The following is a statement of accounts receivable as of the end of the fiscal year ended June 30, 2004.

PROPERTY TAXES RECEIVABLE:

Current year's tax levy - FY 2004	\$105,921.20
Prior year's levies	\$246,022.32
Water/Sewer Liens added to taxes	\$427.08
Tax Title	\$774,826.37
Tax Foreclosures	\$166,372.87

OTHER RECEIVABLES:

Motor Vehicle Excise	\$403,032.32
Boat Excise	\$33,270.15
Water Charges	\$341,350.56
Sewer Charges	\$282,247.66
 Total Accounts Receivable	 \$2,353,470.53

The following collections were received for the fiscal year ended June 30, 2004:

Property taxes, net	\$41,272,384.57
Water /Sewer Liens added to taxes	\$9,516.49
Tax Title	\$193,496.44
Motor Vehicle Excise	\$3,127,335.04
Boat Excise	\$4,987.63
Water Charges	\$3,226,098.07
Sewer Charges	\$2,457,582.11
 Total Collections	 \$50,291,400.35

**TOWN TREASURER
FISCAL 2004**

General Fund Investment Income

General Cash Investments	\$174,544.74
School Scholarships	\$123.03
Saugus Education Fund	\$4.69
Saugus MS Student Activity Fund	\$0.00
Board of Appeals	\$204.64
Community Development Block Grants	\$655.49
DARE	\$5.06
Escrow	\$382.87
Police Federal Drug	\$50.46
Police State Drug	\$109.65
Historical Mural	\$3.51
Housing Rehabilitation Program	\$606.63
Kasabuski Arena Donations	\$32.97
Planning Board	\$313.57
Senior Center Gifts	\$126.99
Special Detail	\$463.55
Tree Committee Fundraising	\$87.04
Veterans Memorial Funds	\$4.33
Conservation Commission	\$1,195.99
Guaranteed Deposits - Planning Board	\$105.78

Capital Improvements:

Capital Improvement	\$5,205.85
Kasabuski Arena Renovation	\$957.22
MWRA Water Pipeline Replacement	\$13,665.83
School Construction	\$31.13

Certificates of Deposit:

School Scholarships	\$4,258.24
Johnson Library Fund	\$61.03
McKenzie Library Fund	\$83.23
Senior Center Gift Fund	\$459.60
Wilson Library Fund	\$26.24

Trust Funds:

Kimball Library Trust	\$1.60
Kimball Senior Center Trust	\$233.97
McKenzie Library Trust	\$7.32
Debt Service Reserve Fund	\$20,561.87
Stabilization Fund	\$34,041.90
Medical Trust Fund	\$36,715.52
Cemetery Perpetual Care Fund	\$29,407.44
Sick Leave	\$4,546.85

Total	\$329,285.83
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Saugus Police Department

Annual Report

01/01/04/ - 12/31/04

During the year 2004, the Saugus Police Department responded to 20,407 calls. The following is a breakdown of these calls:

Accidents	1,290
Alarms	1,716
Crimes Against Persons	408
Crimes Against Society	1,807
Crimes Against Property	2,002
Services	9,512
All Other	3,672

The Police Department initiated 1,994 Incident Reports, made 577 arrests, and applied for 428 Hearings, Summonses, or Warrants. The served 249 Restraining Orders, and investigated 579 Motor Vehicle Accidents. The Department also received 896 pieces of Property to be logged into record as either evidence, found property, or property held for safe keeping.

There were 1,773 traffic citations issued by the Department

Civil Violations	1,374
Warnings	93
Verbal Warnings	0
Citation Arrests	103
Criminal Citations	200

The fine total for these citations prior to court settlement is \$178,090.00.

There was 1 Fatal Accident during the year 2004.

There were 39 arrests made for Operating Under the Influence of Alcohol, and 50 people placed into Protective Custody.

The Saugus Police also arrested a total of 45 juveniles during 2004.

The following is a breakdown of serious crimes or frequent crimes during the year 2004.

Assault / Assault & Battery	48
Assault & Battery Domestic	7
Assault with a Dangerous Weapon	7
Breaking & Entering / Burglary	156
Breaking & Entering Motor Vehicles	301
Credit Card Fraud	21
Disturbances	921
Drug Overdoses	68
Drug Violations	27
Homicide	1
Larcenies	376
Larceny By Check	21
Larceny of Motor Vehicles	111
Rape	1
Restraining Order Service	290
Robberies	38
Sex Offenses	15
Shoplifting	290
Vandalism	287

SAUGUS COUNCIL ON AGING



**Annual Report
FY2004**

**Frances Rigol
Director**

SAUGUS COUNCIL ON AGING – FISCAL YEAR 2004
ANNUAL REPORT – TOWN OF SAUGUS

The Saugus Council on Aging is an advocacy agency for Senior Citizens of Saugus.

We have been the “Senior Center” in the State of Massachusetts, that many Directors and Board members of other agency and elected officials tour.

The population of seniors in Saugus is over 7,000, most of who still own and maintain their own homes. We have served approximately 5000 Saugus seniors over the years, in one program or another.

- Transportation
- Outreach – Into homes and office
- Counseling
- Fuel Assistance for all ages
- Connecting with Health Care
- Assisting with forms for Insurance and other documents
- Setting up programs with family members
- Meals on Wheels
- Congregate Lunch Program and, Also, provide daily meals for temporary Day Care
- Providing daily lunch at Laurel Towers Elderly Housing
- Snow Shoveling
- Plowing
- Volunteer Transportation
- Telephone Reassurance
- Veterans connections
- Friendly Visitors
- Emergency Calls
- Setting up Legal Contacts
- Health Screenings
- Food deliveries to homes for all ages
- Food baskets on Holidays for all ages
- Preventative Medicine
- Holistic Health Programs
- Speakers
- Weatherization

The Saugus Council on Aging provides a number of programs and lectures on a weekly basis to help meet these needs. We encourage seniors to participate in these programs.

BOARD OF DIRECTORS

SAUGUS COUNCIL ON AGING

Ralph Badger, Chairman
Richard Barry, Vice-Chairman
Mary Dunlop, Secretary
James Nicholl, Treasurer
Peter Bogdan
Betty DiFrancisco
Lawrence Donovan
Margaret Joyce
John Mangini
Carmine Moschella
Loretta Nicolo
Phyllis O'Hearn
Leona Verrengia

FRIENDS OF THE SAUGUS COUNCIL ON AGING

George Wentzell, President
Peg Wentzell, Treasurer
Ralph Badger
Nelson Chang
Martha Coombs-Fanti
Sophia Melewski
Marie Poitras
Ellen Proodian
Steve Spano

HIGHLIGHTING SERVICES IN FY2004

Nutrition Services:

- 37,500 Meals on Wheels to 140 elders
- 52,700 meals served at noon at the Senior Center and at Elderly Housing – Laurel Towers

Volunteer Assistance:

- 315 Volunteers service the Senior Center throughout the year
- 29,200 Volunteer Hours per year
- \$290,600 is the total value of Volunteer services

Telephone Communication:

- 2,700 Calls to Director
- 2,750 Calls to Outreach
- 3,600 Calls - General Information

Transportation Services:

- 14,200 units of medical transportation for Saugus elders and/or disabled
- 2,000 units of transportation to the Mall
- 1,600 units of transportation to and from our Lunch Program

Outreach:

- Estimated 22,100 contacts this past year – Saugus Residents
- Communication by phone, home visits, office visits, or meeting in the Center. Informally Outreach handles between 10-15 situations a day, varying from support, listening, advising, referrals, filling out forms, contacting and setting up appointments with necessary agencies following through so that each request has a conclusion.

**POPULATION, AGE 60 AND OLDER, RESIDING IN THE
TOWN OF SAUGUS**

As we end FY2004, census figures indicate a **current total of approximately 7,000 residents, age 60 and older.**

4,090 = Head of household, 60 years and over.
365 = 60 years and over living in Senior Housing in Saugus
= 60 years and over living in Nursing Homes (Total not available at this time)
= Living in in-law apartments and with family members

COUNCIL ON AGING
TRANSPORTATION SERVICE

2 VANS

VAN #1

MEDICAL Transportation Trips a day – 5 days a week into 9 communities

Lynn	Saugus	Swampscott
Salem	Peabody	Stoneham
Lynnfield	Melrose	Wakefield

MEDICAL Chemo – Radiation – Dialysis – Physical Therapy (Strokes/Heart Attacks)
Lab Work and Testing – Pre-admittance Test – Regular Medical Appointments
Psychiatrist – Hospital Discharge – Podiatrist – Doctors visits, etc.

VAN #2

LUNCH PROGRAM – 5 days a week – 24 - 28 trips throughout Saugus –
Brought to the Senior Center and returned home – Delivering of 45 lunches daily
to Laurel Towers, weekly shopping to mall and supermarket, assisting with medicals.

HOURS

Transportation - Drivers' and staff transport individuals during off hours – 6:30 and 7:00
a.m.
And 5:00 and 6:00 p.m.

SAUGUS COUNCIL ON AGING
STAFF

Staff of the Saugus Council On Aging consists of all part time employees, with the exception of 2 Full time (*Director and Administrative Assistant*), and 1 full time Van Driver.

	<u>HOURS PER WK</u>	<u>SOURCE OF INCOME</u>
<u>DIRECTOR</u> (Frances Rigol)		Town
<u>ADMIN. ASSISTANT</u> (Joanne Olsen)	36.5	Town
<u>OUTREACH</u> 1 Part Time (Nancy McKenzie 24 hrs)	24	Town
<u>BOOKEEPER</u> 1 Part Time (Laurie Davis)	19.5	Town
<u>VAN DRIVERS</u> 1 Full Time 1 Part Time (Bob Burns - 22 hrs)	40 22	Town
<u>CLERICAL STAFF</u> 2 Part Time (Edith Carrigan – 19.5) (Eileen Papagni – 19.5)	39 Hrs	Town
<u>DISPATCHER</u> 1 Part Time	19.5 each	Grant
<u>FULL TIME CUSTODIAN</u>	40 hrs	Inspectional Services
<u>KITCHEN STAFF</u> 1 PREP COOK 1 PREP COOK 1 DISHWASHER 1 NUTRITIONIST	19.5 19.5 19.5 10	REVOLVING ACCOUNT GRANT REVOLVING ACCOUNT REVOLVING ACCOUNT

SAUGUS COUNCIL ON AGING
PROGRAMS/ACTIVITIES

ARTS & CRAFTS
ATTY SPANO
BINGO
BLOOD PESSURE
BOWLING
BRIDGE/WHIST
COMPUTERS
CARDS & CHESS
DRILL TEAM
EXERCISE TO MUSIC
EXERCISE WITH VERNA
FALUN GONG
FLAG MAKING
FRIEND'S MEETING
FURNITURE REFINISHING
GOLDEN FORUM
ITALIAN I
ITALIAN II
KNIT & CROCHET
LINE DANCING (WED)
LINE DANCING (WED EVENING)
LINE DANCING (THURS)
LINE DANCING (FRI)
MANICURIST
MEN'S CLUB
MOVIE
OIL PAINTING
PIZZA PARTY
PODIATRIST
QUILTING
STEERING COMMITTEE MTGS
MARK FALZONE'S REPRESENTATIVE
STRETCH & RELAX
SPEAKERS THROUGHOUT THE YEAR
TAI CHI
TAP CLASS
TRIPS
WALKING GROUP
WEIGHT LIFTING (TUES)
WEIGHT LIFTING (FRI)
WOOD CARVING
YOGA

FLU CLINIC
HEARING TESTS
DIABETES SCREENING
ARTHRITIC PROGRAMS, ETC

COMMENTS

Carpeting was installed in office area, with no cost to the Town.
Function Room wood floor was completely refinished, with no cost to the Town.

NEW PROGRAMS

Alzheimer's Programs, in coordination with Greater Lynn Senior Services, on a by-weekly basis.

TRIAD PROGRAM

In conjunction with the Essex County Sheriff's Office, Essex County District Attorney Office Jonathan Blodgett and Saugus Police Department.

In regards to the TRIAD Program, 275 Photo Identification were passed out to Seniors of Saugus.

SENIOR CENTER HOURS

Tuesday, Thursday, Friday 8:30 a.m. to 4:00 p.m.
Monday, Wednesday 8:30 a.m. – 7:30 p.m.

The Senior Center reflects the respect and dignity with which seniors need and deserve.

Rather than viewing the later years of our lives in terms of dependency, limitations and illness, I would like to bring conscious aging into their lives, informed, awake, joyful, and also to know our mortality, by living and experiencing the aging process with creativity and lifelong learning. Of course this is available, but it is only as good as the listener chooses.

By the year 2010, people over the age of 50 will outnumber all other age groups.

Annual Report of the
Saugus Public Library
Fiscal Year 2004

Milestones

In fiscal year 2004, the Saugus Public Library loaned 142,247 items, a 9.3% increase over the previous fiscal year. The Library holdings stand at 77,767 items, which includes all print and non-print materials. The Staff have been busy weeding areas of the collection that are outdated, such as computer, business, and medical materials. Areas of the collection that have expanded this year include Children's non-fiction, Adult and Children's videos and DVDs, Young Adult fiction, Large Print fiction and non-fiction, books and music on CD, and best seller paperbacks.

The Library offered a total of 163 programs for children, teens, and adults. Due to a further reduction to the Library's hours of operation, from 63 to 59.5, the elimination of the Adult/Young Adult and the Children's Programming budgets, and the reduction in staff hours in Reference, Children's and Circulation, the Library offered fewer programs and story times in FY'04 and cut the computer training classes completely.

Librarians in the Reference and Children's Departments answered a total of 20,800 reference questions, an increase of 20% or 4,102 questions over last year's record breaking total. Librarians were busier than ever, especially during after school hours.

The Town of Saugus spent \$22.46 per capita on the Library overall and \$3.18 per capita on books and other collections, down from \$23.64 per capita and \$3.96 per capita, respectively, from the previous year. For every dollar spent, the Library continued to provide approximately \$5.00 worth of services to the community as a result of its partnerships with both NOBLE and the Northeast Region.

In addition to borrowing from our own collections and those of the 27 other NOBLE libraries, a library card entitles residents to use numerous online databases provided by Saugus, the NOBLE Network (North of Boston Library Exchange), The Northeast Region, and the State, not only in the Library but also from home, school and work. The Library offers free online access to current and previous years of the *Globe* and the *Herald* through News Bank, full text articles from EBSCO's more than 4,000 periodical titles, and career and school exam preparation test files from Learning Express' Learn-a-Test. Resources for students also include NoveList, a readers' advisory resource that provides information for writing assignments and book reports, Facts.com databases, such as *World News Digest 1940-2005*, *Issues & Controversies*, *Today's Science*, *World Almanac & World Almanac Encyclopedia* and Facts For Learning which includes resources for Middle and Elementary school students and their teachers. Other online resources include World Book Online and World Book Research Libraries and ABC-Clío World History and Geography and American History databases. These titles are among our most frequently used databases and provide accurate, timely and authoritative

information for our school-aged library users. With the exception of the Globe and Herald, all of the databases listed are funded through the Library's operating budget.

Nearly two-thirds or 16,990 of Saugus residents have Library cards. Residents borrowed nearly 14,000 items directly from other libraries in the NOBLE network. Furthermore, the Library borrowed 9,316 items on interlibrary loan from other libraries for use by Saugus patrons in FY'04 and loaned 13,523 items to other libraries' patrons. This was the second year that the Saugus Public Library loaned more items than it borrowed from other communities, a clear sign that we have made substantial improvements to our collections. 2004 was another record-breaking year for the Interlibrary Loan, Reference, and Circulation Departments.

Staffing Changes

With the FY'04 budget cut, part-time General Assistants' and Part time Reference Librarian hours were reduced and two full time Library Associates were cut to part-time. The retirement of the Director of Reference Services in mid-February left the Reference Department severely understaffed. Due to the anticipated additional cuts for FY'05, the position has been left vacant. The desk duties have been shared by the Assistant Director and the Heads of Children's and Technical Services.

Setbacks

The 5% cut to the FY'04 budget forced the Library to apply for a waiver of the State mandated Municipal Appropriation Requirement. The Library was able to meet the two other minimum standard requirements, hours of operation and materials expenditure guidelines, to remain certified and eligible for State Aid.

Children's and Adult Programming funds were eliminated and Continuing Education and Travel budget lines were zeroed out. The Library relied on donations for programming and collections to a large extent. We were also able to take advantage of the training sessions offered by the NOBLE network and the Northeast Region.

Funds cut from the book budget were replaced with money from the Friends of the Library, the fundraising efforts of the Saugus Business Partnership, gifts received through our Wish List and Magazine Adoption Programs, and through the generosity of individual donors.

Funding

With reductions to the Library budget and additional reductions looming for the next few years, the Library is especially grateful for our Friends and other generous supporters. The Friends of the Library are participants in the GE Matching Gift Program and receive money from GE that match gifts the Library receives from GE employees and retirees. In FY'04, the Friends collected \$7,000 in GE matching funds. The Friends of the Library sponsored several book sales, the third "Murder in the Library", ice-cream socials, and raffle baskets in their efforts to raise funds for our collections, programs, and services. Rotary assisted the Library with fundraising and programs. The Library also received

help from the Saugus Business Partnership who co-sponsored the Wine Tasting and Silent Auction in the fall. More than 300 people attended the first annual event. The fundraiser was so successful that the Friends plan to make it the major focus of their fundraising efforts each year. The Saugus Business Partnership has funded the Library's movie public performance licenses for the last two fiscal years.

The Friends also help the Library and the community with the information campaign related to the successful Debt Exclusion in the spring. The Friends mailed Library and other Town funding information to every household in Saugus. The Debt Exclusion passage provided the Library with a \$400,000 budget, insuring that it would remain open for the next fiscal year. In FY'04, the Library's operating budget was \$593, 299.

Programs, Services and Collections

In FY'04, the Library added an Adaptive Technology Workstation in the Reference Room to provide online and Reference resources to our Blind and Low Vision patrons. Although the Library added no other new hardware or software, we were able to maintain most of the existing public access computers.

The Library received approximately 500 music CDs from a settlement between the Federal Government and the recording industry. The settlement CDs nearly tripled the size of the Library's collection and included Classical, Opera, Blues, Jazz, Country, Rock, Pop, Sound Track, Rap, and Holiday titles.

The Young Adult Collection now includes an expanding collection of graphic novels and other popular fiction titles in addition to multiple copies of the summer reading and class assignment titles. Children's has updated its collections of states and countries books, expanded its biography section, and enhanced its Reference collection for school projects and assignments.

In honor of National Library Month in April, the Library participated in a month long celebration and public awareness campaign. This year, the campaign focused on patrons "Mailing a Message" to local, State, and Federal officials regarding the value of library services to the community. The letter writers were asked to include what their library means to them. The campaign was the follow up to the prior year's "Telling Our Stories".

Building Changes and Improvements

Phase II of the Children's Mural Project was completed in FY'04. The second panel included a whimsical beach scene with children and their pets playing in the sand. The Library also received several brass boat fittings, a ship's wheel and clock, a reading bench, "lighthouse" fixtures and other gifts to help complete the Children's Room decorations and furnishings.

Toward the end of the fiscal year, the Library moved the Administrative Offices to the first floor in order to be more accessible and visible for the Patrons and in an effort to help out when needed in Children's and Circulation. The Assistant Director remained on

the second floor in the Reference Department. Technical Services move to the second floor in the Director's Office. Local History took over the Assistant Director's Office and the Administrative Assistant's Office became the Quiet Study/ Local History Reading Room. The Library now has a much larger Conference Room on the second floor and much needed and in-demand quiet study space. Local History is being reorganized at the recommendation of a consultant provided through a grant from the Essex National Heritage Foundation.

Respectfully Submitted by
Mary Rose Quinn, Library Director
On Behalf of the Saugus Public Library
Board of Trustees

Marion Attubato, Chair
Jeanie Bartolo, Vice Chair
Brian Wylie, Treasurer
Fae Saulenas, Secretary
Linda Call
Mila Moschella



TOWN OF SAUGUS

Youth & Recreation Department
400 CENTRAL STREET
SAUGUS, MASSACHUSETTS 01906

Telephone: (781) 231-4022

Fax: (781) 231-4100

To: Saugus Selectman

From: Gregory Nickolas, Director Youth & Recreation

Date: March 10, 2005

Subject: Annual Report

July 1st, 2003 - June 30th, 2004

As you are aware when I was appointed Director of this department in November of 2004, I inherited a department that had been level funded and was on the brink of extinction.

My assistant and I were not here during the time frame for this report so the only way for me to ascertain information to generate this report was through information gathered from files, letters, and records of the past Director.

I believe these two excerpts from memos sent by the previous director gives an accurate report of the status and future of this department. (Please see attached memos.)

At this time there is not enough accurate records to give a complete report of all the activities and doings of this department during the past fiscal year.

We do know from the files that the department ran an Easter Egg Hunt, a Halloween Party with Senior Center, field trips on vacation weeks, an after school program, a summer park program, a Teen Challenge program, participated in the Haunted Hayride, and helped with the Friendship club. The cost of these events and the amount of participants are unknown.

In the past the department has run a number of programs such as the afternoon program, the summer parks program and the Teen Challenge. Due to budget cuts it is uncertain whether or not we will be able to continue these programs.

Sincerely,

Gregory Nickolas,
Youth & Recreation



TOWN OF SAUGUS

Youth & Recreation Department
400 CENTRAL STREET
SAUGUS, MASSACHUSETTS 01906

Telephone: (781) 231-4022

Fax: (781) 231-4100

March 12, 2004

Dear Prospective Employee:

There are a couple of things that you need to know about the future of the Youth & Recreation Department. The Department has been beaten down in the last few years, and we continue to lose funding from the Town every year. This poses many obstacles that we must face, and have been facing. I do not believe the Department will receive much in the way of funding for the upcoming Fiscal Year (July '04-June '05), which directly affects you. Summer jobs will not be as available as they have been. There will not be as many full-time or part-time positions this coming summer. The following criteria will be used in filling positions this summer:

- 1) **Application/Interview.**
- 2) **Volunteering to help the Youth & Rec. Dept. throughout the year.**
- 3) **Summer '03 work evaluation, which is on file if there are questions.**
- 4) **Seniority.**
- 5) **Past work experience.**

Notice that within these guidelines it does **NOT** say: Last Name, "My mother is...", "My father is...", "My uncle is...", "My aunt is...", etc. Jobs will be scarce this summer and I won't know how many positions will be available until the children are signed up for the Summer Parks Program.

I encourage all of you to go out and find other summer employment. I will hire as many employees as I need, but I cannot guarantee anything to **anyone**. Thank you for your understanding. Please feel free to call me with any questions or concerns.

Sincerely,

C.J. Serino
Director



TOWN OF SAUGUS

Youth & Recreation Department
400 CENTRAL STREET
SAUGUS, MASSACHUSETTS 01906

Telephone: (781) 231-4022

Fax: (781) 231-4100

February 11, 2004

Ms. Donna Gould,

The Youth & Recreation Department has been the target of many budget cuts over the past few years. I cannot, in good conscious, disagree with these cuts because of the current fiscal situation we as a Town are in. This Department has continually given funds back to the Town and we will continue to work for the best interest of the Town.

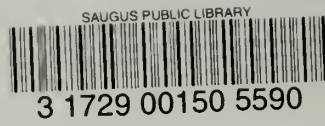
The years ahead do not look too promising for the Youth & Recreation Department. We are under very tight budget restrictions and it is very possible that we will not have a budget for Fiscal Year 2005. My intention is to off set this problem, and this is where I will need your help.

The Department is looking into starting a "Friends of Saugus Youth & Recreation". This group would help to raise funds for the Department's: Easter Egg Hunt, Ice Skating, Halloween Party, Summer Concert series, and playground equipment and maintenance, etc. With your help I know we can keep the Youth & Recreation Department around for years to come.

Please feel free to call me with any questions or concerns that you may have. I would also appreciate a phone call letting me know if you are interested. This will be a volunteer board that will not be decided on by the Town Manager, the Selectmen, or anyone else, just your willingness to participate.

Sincerely,

C.J. Serino



For Reference

Not to be taken

from this library